



CITY OF MERCER ISLAND

CITY COUNCIL PLANNING SESSION

SATURDAY, MARCH 26, 2022 AT 9:00 AM

MERCER ISLAND CITY COUNCIL:

Mayor Salim Nice, Deputy Mayor David Rosenbaum,
Councilmembers: Lisa Anderl, Jake Jacobson,
Craig Reynolds, Wendy Weiker, and Ted Weinberg

LOCATION & CONTACT:

Mercer Island City Hall and via Zoom
9611 SE 36th Street | Mercer Island, WA 98040
206.275.7793 | www.mercerisland.gov

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 206.275.7793.

Hybrid Meeting Notice

The virtual meeting will be held in-person at City Hall as well as broadcast live on [MITV Channel 21](#) and live streamed on the City Council's [YouTube Channel](#)

Registering to Speak for Appearances: Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at 206.275.7793 or cityclerk@mercerisland.gov before 4 PM on Friday, March 25.

Please reference "Appearances" on your correspondence and state if you would like to speak either in person at City Hall or remotely using Zoom. If providing your comments using Zoom, staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be emailed to council@mercerisland.gov.

Each speaker will be allowed three (3) minutes to speak. A timer will be visible in Council Chambers, online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

Join by Telephone at 9:00 AM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **819 7131 2997** and Password **730224** if prompted.

Join by Internet at 9:00 AM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **819 7131 2997**; Enter Password **730224**

Join in person at Mercer Island City Hall at 9:00 AM – Council Chambers - 9611 SE 36th Street

Submitting Written Comments: Written comments may be submitted at the Mercer Island [Let's Talk Council Connects](#) page. Written comments received by 3 PM on the day before the meeting will be forwarded to all Councilmembers and a brief summary of the comments will be included in the minutes of the meeting.

REVISED 2022 PLANNING SESSION AGENDA

CALL TO ORDER & ROLL CALL (9:00 AM)

APPEARANCES

The City Council will receive public comment related to the Planning Session agenda items only. Individuals wishing to speak, must register with the City Clerk by 4:00 pm on Friday, March 25. Individual comments are limited to three minutes and Appearances is limited to 30 minutes.

PLANNING SESSION BUSINESS

HYPERLINK

"appIS99d2f2e607af491db500b22b3040fc44"9:30
[am](#)

[10:30 am](#)

[10:45 am](#)

12:00 pm

1:00 pm

1:30 pm

2:30 pm

1. AB 6043: Review and Update City Council Priorities **REVISED**

- [Provide a focus and framework for the 2023-2024 Biennium](#)
- [Consider nexus to Legislative Priorities](#)

Recommended Action: Review and discuss the [2023-2024 City Council Priorities](#).

[Break](#)

2. AB 6044: 2021-2022 Work Plan Update **REVISED**

- Brief update on the 2021-2022 Work Plan
- Discuss and prioritize 2023-2024 Work Plan

Recommended Action: Receive report.

Lunch Break (lunch will be provided for Council and staff attending in-person)

AB 6044: 2021-2022 Work Plan Update (continued)

- Continue discussion of proposed work plan items
- Review identified budget proposals
- Confirm direction

3. AB 6045: Review City Council Rules of Procedure

Recommended Action: Review proposed amendments to the City Council Rules of Procedure and provide direction.

4. AB 6046: 2021 Community Member of the Year Nomination

Recommended Action: Receive nominations for the 2021 Community Member of the Year and vote to select one nominee for the award.

ADJOURNMENT (3:00 PM)



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6043
March 26, 2022
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6043: Review and Update City Council Priorities	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Review and discuss the suggested 2023-2024 City Council Priorities.	

DEPARTMENT:	City Manager		
STAFF:	Jessi Bon, City Manager		
COUNCIL LIAISON:	n/a		
EXHIBITS:	1. Suggested 2023-2024 City Council Priorities (available Wednesday, March 23, 2022)		
CITY COUNCIL PRIORITY:	n/a		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

At the March 26, 2022 Planning Session, the City Council will identify and adopt its 2023-2024 priorities. The 2023-2024 priorities are intended to guide planning and decision-making through the year and the upcoming biennium. This includes working towards desired outcomes on a wide range of major projects, new activities, and ongoing work plan items.

BACKGROUND

2021-2022 CITY COUNCIL PRIORITIES

As part of the [2021-2022 Biennial Budget process](#), the City Council adopted priorities for the upcoming year. The Council Priorities as adopted during the 2021-2022 Biennial Budget process are as follows:

- Priority 1** Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.
- Priority 2** Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.
- Priority 3** Implement an economic development program.
- Priority 4** Provide emergency response services related to the COVID-19 Pandemic.

ISSUE/DISCUSSION

To help streamline the discussion at the Planning Session, City Council members are encouraged to submit suggestions for 2023-2024 priorities to Executive Assistant to the City Manager Amanda Keverkamp (Amanda.Keverkamp@mercerisland.gov) no later than 5:00 pm on Monday, March 21, 2022. Staff will compile the suggestions and share them with the City Council by 5:00 pm on Wednesday, March 23, 2022. The 2022 Planning Session packet will be amended with the suggested priorities.

NEXT STEPS

Staff will finalize the 2023-2024 City Council Priorities for final adoption at its April 5, 2022 meeting.

RECOMMENDED ACTION

Review and discuss the 2023-2024 City Council Priorities.



City of Mercer Island

2023-2024 Proposed Council Priorities

Item 1.

No.	Title	Category	Submitted By
1	Enhancing communications and engaging with all elements of our community at a high level.	Community Engagement	Councilmember Jacobson
2	Open and transparent communications and community input on issues affecting our community.	Community Engagement	Councilmember Anderl
3	Enhance community communication and trust.	Community Engagement	Councilmember Reynolds
4	Implement an economic development program.	Economic Development	Councilmember Weinberg
5	Engage a business development consultant experienced and versed in business development of cities of our size and character to BEGIN the town center analysis.	Economic Development	Councilmember Jacobson
6	Support the development of an activated town center with a mix of housing, retail, and dining.	Economic Development	Councilmember Reynolds
7	Develop a long-term plan for infrastructure modernization while continuously seeking improvements to operational efficiency.	Fiscal Stewardship	Councilmember Weinberg
8	Effective and efficient government guided by fiscal prudence as well as planning for the effects of inflation on City finances.	Fiscal Stewardship	Councilmember Jacobson
9	Exercising extreme caution and restraint in response to unfunded mandates imposed by federal, state, county and unelected and unaccountable governmental bodies.	Fiscal Stewardship	Councilmember Jacobson
10	Evaluate the return on investment to Mercer Island for its contribution to the King County Library System.	Fiscal Stewardship	Councilmember Jacobson
11	Develop a long term plan for fiscal sustainability.	Fiscal Stewardship	Councilmember Anderl
12	Plan for an environmentally and fiscally sustainable, connected, and diverse community.	Fiscal Stewardship	Councilmember Reynolds

No.	Title	Category	Submitted By
13	Deliver city services efficiently.	Fiscal Stewardship	Councilmember Reynolds
14	Increasing use of volunteers, including Mercer Island residents, to provide expertise and experience, otherwise not affordable or available, to enhance the operations of the City.	General Government	Councilmember Jacobson
15	Maintain and enhance public safety including Police, Fire, essential infrastructure, and mental health.	General Government	Councilmember Anderl
16	Prepare for the impacts of growth and change, with a focus on local control.	General Government	Councilmember Anderl
17	Transition from emergency pandemic-response services to the post-pandemic restoration of city services.	General Government	Councilmember Weinberg
18	Provide best in class public safety services.	General Government	Councilmember Reynolds
19	Self Determination—assertion and protection of the best interests of Mercer Island.	Legislative Strategy	Councilmember Jacobson
20	Create a robust legislative process that includes development of State and Federal legislative priorities, identifies resource requests to support City initiatives, and provides guidance to the City Council and Staff team on engagement and lobbying strategies.	Legislative Strategy	Mayor Nice
21	Engage effectively with the state legislature, King County, and other cities to identify best practices, share resources, and work together for the common good and to effectively address regional problems.	Legislative Strategy	Councilmember Reynolds
22	Protection, preservation and enhancement of Mercer Island parks and open spaces—including but not limited to placing all Parks in a Parks zone and the renewal of a robust Parks Levy.	Parks & Recreation	Councilmember Jacobson
23	Maintain and develop parks, utilities, and transportation infrastructure to benefit current and future generations.	Parks & Recreation	Councilmember Reynolds
24	Safety—Police, fire, individual, and collective.	Public Safety	Councilmember Jacobson
25	Prepare for, mitigate, and do our part to prevent future impacts from environmental change.	Sustainability	Councilmember Weinberg



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6044
March 26, 2022
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6044: 2021-2022 Work Plan Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive updates to the 2021-2022 work plan.	

DEPARTMENT:	City Manager	
STAFF:	Jessi Bon, City Manager	
COUNCIL LIAISON:	n/a	
EXHIBITS:	<ol style="list-style-type: none"> Status Report on Major Work Plan Items All Work Plan Items by Department 12-Month Planning Schedule Suggested 2023-2024 Work Plan Items (available Wednesday, March 23, 2022) 	
CITY COUNCIL PRIORITY:	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.	

INTRODUCTION

The purpose of this agenda item is to provide a written update to the City Council on the status of the 2021-2022 work plan items to help prepare for the 2022 Council Planning Session.

- See Exhibit 1 for a progress chart of key work items. A narrative summarizing work item progress is also included in the body of this agenda bill.
- See Exhibit 2 for a summary of 2021-2022 work items.
- The City Council will begin planning for the next biennium including considering potential work items for 2023-2024 at its Planning Session on March 26, 2022.
- See Exhibit 4 for a list of suggested work plan items for City Councilmembers for 2023-2024.

BACKGROUND & DISCUSSION

The City’s work plan was approved in the [2021-2022 Adopted Budget](#), see also Exhibit 2. At the Mid-Year Planning Session on April 27, 2021, staff presented a streamlined work plan tool to better visualize and track major work plan items ([AB 5858](#)). The Major Work Plan Items visual tracking tool (Exhibit 1) has been updated to reflect the status of current work items.

The City Council received updates on the 2021-2022 work plan on [September 21, 2021](#) and [February 1, 2022](#). Highlights of added work plan items, recent accomplishments, and an overview of other work items is provided below.

WORK PLAN UPDATE

New work plan items:

- **Athletic Field Replacement Projects. (Public Works/Parks & Recreation)**
As included in the 2022 PROS Plan and the accompanying 2023-2028 Parks CIP, City Council approved an appropriation of \$250,000 to begin design of three athletic field projects in 2022, with construction anticipated in 2023. The three projects are (1) Island Crest Park North Field Turf and Backstop Replacement; (2) Island Crest Park South Field Backstop Replacement; and (3) South Mercer Playfields Turf Replacement & Ballfield Backstop Replacement. The Mercer Island School District has begun design work for upgrades at South Mercer Playfields in which the City will partner with and look to streamline construction activities. Construction may begin as early as 2022.
- **MICEC Annex Building Assessment and Plan. (Public Works/Parks & Recreation)**
As included in the 2022 PROS Plan, the City Council approved to assess the MICEC Annex Building and recommend a strategy to repair or replace. \$200,000 was appropriated for this project. A draft annex facility plan is slated for completion by the end of 2022.
- **Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks. (Public Works/Parks & Recreation)**
As included in the 2022 PROS Plan, the City Council approved an appropriation of \$300,000 to commence work on a joint Master Planning process for Clarke Beach and Groveland Beach Parks. The process will establish a long-term vision and plan to address aging shoreline and dock infrastructure at both facilities. Staff will look at possibly replacing the docks at both parks, enhancing swimming areas, and rehabilitating the shoreline to improve habitat. Staff will begin the process by issuing a RFQ for qualified consultants.
- **Business Code Zone Amendment. (Community Planning & Development)**
A code amendment has been proposed to allow schools in the business zone. Staff will work with Planning Commission and City Council to consider/review this proposal. Standard code amendment process (public engagement, environmental reviews, etc.) will be followed. The City Council approved this in December 2021 as part of the docket process.

Major 2022 Projects:

- **Major Comprehensive Plan Update. (Community Planning & Development and City Attorney's Office)**
Work on the full update that is required every eight years commenced in 2022. The 18-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be a new Economic Development Element and a substantial update to the Housing Element. The PROS Plan will be added as an Appendix to the Comprehensive Plan through this update process as well.
- **Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center. (Community Planning & Development)**
The survey will be completed as part of the Comprehensive Plan update. Results from this resident survey will support efforts to develop the new Economic Development Element for the Comprehensive Plan.

- **Create a master fee schedule for City Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees) by the end of Q1 2022. (Administrative Services)**

Due to demands on staff this project had been moved to later in 2022. A master fee schedule will be ready to adopt by the end of 2022.

On-Track/Ongoing:

- **Assess operating challenges, safety concerns, and potential improvements to Bike Skills Area at Upper Luther Burbank Park by Q2 2022. (Public Works/Parks & Recreation)**
Project to assess safety concerns, operating challenges, and possible improvements to the Bike Skills Area at Upper Luther Burbank Park. Proposed improvements will be presented to the Parks and Recreation Commission and to the City Council for consideration by the end of Q2 2022.
- **Deconstruction of Surplus Property at 4004 Island Crest Way by end of Q2 2022. (Public Works)**
In July 2021, the City of Mercer Island acquired a vacant one-story house at 4004 Island Crest Way with the intention of removing the structure to address transportation needs at the intersection of SE 40th Street and Island Crest Way. Deconstruction has begun. Determination of traffic operation is ongoing.
- **Complete a Parking Study for Town Center. (Community Planning & Development)**
The City has contracted with Walker Consultants and is on track to finalize the project by December 2022. This work includes collecting parking inventory and analyzing usage; auditing and recommending regulations; identifying opportunities to increase parking supply and/or shared parking usage; reviewing the permit program and enforcement; and exploring opportunities for curbside and parking space activation, wayfinding, technology use, sustainable approaches, and/or other ways to improve parking usage in the Town Center. The final report from Walker will include the study results and recommendations for improvements.
- **Luther Burbank Docks Reconfiguration and Repair Project. (Public Works/Parks & Recreation)**
The docks and adjacent waterfront need major renovation to continue to provide the public with shoreline recreation. Guided by the [Luther Burbank Park Master Plan](#), a 30% design has been reviewed and accepted by the City Council. Phase 1 of the project, which will include stabilization of the Boiler Building, restroom and concession stand renovations, and construction of an outdoor classroom, is scheduled for 2023 followed by replacement of the docks in 2024, which is Phase 2.
- **Administer American Rescue Plan Act (ARPA) Funding by Q4 2026. (City Manager's Office, Finance, and Public Works)**
On [October 19, 2021](#), the City Council approved the acceleration of a number of capital improvement projects to be funded by American Rescue Plan Act (ARPA) Project resources. Funded and/or accelerated projects include Reservoir Pump Replacements, Reservoir Improvements, Geographic Information Services (GIS) Utility Network Data Upgrade, First Hill Booster Station Generator Replacement, Sewer Pipe Replacements & Upsizing, Pressure Reducing Valve Station Replacements, and YFS Mental Health and Human Services. The City is required to commit the full \$7.23 million in ARPA funds by December 2024. Staff will continue to work on plans to expend ARPA funds and will submit recommendations to the City Council by the December 2024 deadline. The following are new or accelerated projects utilizing ARPA funds:
 - **Complete GIS Utility Network Data Upgrade Project by Q2 2023. (Administrative Services)**
On February 1, 2022 the City Council approved an appropriation of \$110,000 of ARPA Funds for the Geographic Information Services (GIS) Utility Network Data Upgrade project to convert and upgrade the design for the water, sewer, and stormwater utility networks in the GIS database to

be compatible to the most recent upgrades to the City's GIS system. This work will be completed by Q2 2023.

- **Reservoir Pump Replacements. (Public Works)**
The City's water distribution system is comprised of two 4-million-gallon water storage tanks, two booster pump stations, 120 miles of water mains, and 85 pressure reducing valves of which water is distributed via five submersible pumps. All five pumps will be replaced via this project. Engineering and design work began in 2021 and construction is anticipated in 2022.
- **Reservoir Improvements. (Public Works)**
The City's two 4-million-gallon steel water storage tanks, constructed in 1962 (North Tank) and 1975 (South Tank), are due for an interior recoating. Engineering and design are underway and anticipated to be completed in early 2022, with construction of the South Tank improvements scheduled in 2022 followed by the North Tank improvements in 2023.
- **First Hill Booster Station Generator Replacement. (Public Works)**
This project will replace the emergency backup generator at the First Hill booster pump station. The generator provides auxiliary power to the station and is 30 years old, one of the oldest generators in the City's utility system. A design to replace this aging generator and associated appurtenances is needed. Staff will commence hiring engineering services to complete the design and prepare bid documents for construction to replace the backup generator.
- **Residential Standards Assessment. (Community Planning & Development)**
The Residential Standards Assessment (RDS) was adopted in 2017. The City will analyze how well the RDS worked and identify any recommended changes and updates. Analysis and recommendations will be presented to the City Council in early 2023.
- **Conduct a Citywide Classification & Compensation Study. (Administrative Services)**
The Classification and Compensation Study examines and evaluates the City's current salary schedule for non-represented employees, develops a classification system for all positions, and recommends improvements or changes to be implemented. Phase one of the study is underway; the consultant is reviewing and editing job descriptions for all non-represented positions. Phase two of the study which entails completing a market analysis for the positions, is set to be complete by the end of the second quarter 2022. City Council policy review is anticipated in mid-2022.
- **Develop a citywide compensation policy and philosophy subject to review and approval by the City Council. (Administrative Services and All Departments)**
The City is scheduled to develop a citywide compensation policy and philosophy to follow best practices and industry standards. The project's start has been pushed to the third quarter of 2022, after completion of the Citywide Classification & Compensation Study.
- **Conduct a public engagement process to solicit input to develop an Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12). (Community Planning & Development)**
This public engagement process will commence in mid-2022 and will be aligned with the broader public participation plan for the comprehensive plan update.
- **Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system. Purchase and implement Enterprise Resource Planning Software by Q4 2022. (Finance)**
On February 1, 2022, the City Council received a project update and staff recommendations to replace the City's antiquated financial management software system. On March 1, 2022, the City

Council authorized funding to begin contract negotiations with the preferred software vendor and begin project implementation. The project is on track with software implementation, testing, and staff training taking place throughout the next biennium.

- **Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program for Mercer Island residents pending consideration and acceptance by the City Council by Q2 2021. (Fire and Youth and Family Services)**

A six-year King County levy provides funding to cities to establish a Mobile Integrated Healthcare (MIH) program designed to address the needs of low-acuity 9-1-1 callers and vulnerable community members. Staff are currently negotiating impacts with the Union on this new program to be delivered in partnership with the Youth and Family Services (YFS) Department. Once finalized a set of programs and systems will be deployed to connect community members accessing the emergency medical services to an array of health and social services.
- **Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing. (Administrative Services)**

Human Resources staff is continuing to work on implementing a new HRIS software. Implementation of this work is critical to deploying several process improvements. Full implementation now anticipated for late-2022.
- **Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022. (City Manager's Office, Police & Fire)**

The Puget Sound Emergency Radio Network Operator (PSERN) is scheduled to replace the current emergency radio communications system used by Mercer Island, Bellevue, Issaquah, and other King County communities. The project is currently in Phase 2, focused on building infrastructure (buying and implementing radios) and hiring a director. Deployment of the system could be as early as the end of 2021 or beginning of 2022 with a fully operational system by the end of 2022.
- **Complete the ADA Transition Plan by Q4 2022. (Public Works)**

The City is developing an [ADA Transition Plan](#) to identify, prioritize, and remove barriers, specifically for those with disabilities. A public engagement process launched in the second quarter of 2021 with an online open house and community survey. The plan was developed throughout the fall of 2021. The draft ADA Transition Plan was reviewed by the City Council on February 1, 2022 and is set to return to the City Council for final review and adoption in May 2022.
- **Negotiate new Collective Bargaining Agreements with Police and Police Support (2022-2024); AFSCME (2022-2023); and Fire (2022-2024) bargaining groups. (Administrative Services, City Attorney's Office, and City Manager's Office)**

In 2021, staff completed a three-year collective bargaining agreement with Police and Police Support for 2022-2024 as well as a one-year extension with Fire. Staff is in the process of negotiating a successor collective bargaining agreement with AFSCME and will be negotiating with Fire in 2022.
- **Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out; Conduct one Citizens Academy by Q4 2022. (Police)**

In 2021, staff revived several public outreach programs via virtual platforms including Community Emergency Response Team (CERT) training, supporting local National Night Out neighborhood events, and launching virtual Paws on Patrol and Neighborhood Watch. Staff are prepared to continue virtual programs throughout 2022 or advance in-person programming when safe to do so.
- **Develop lesson plans for approximately ten public education related topics (Home Safety, Drills, Smoke Detector Education, etc.) by Q4 of 2022. (Fire)**

Lesson plans for 10 fire related public education presentations were completed by the end of 2021. Additionally, Fire staff have prepared several related CPR, First Aid, etc. presentations. This will improve the scoring with Washington Survey and Rating Bureau (WSRB) during the next evaluation of Fire Safety Control. These prepared lesson plans will continue to evolve over time to include PowerPoint presentations and the possibility of a virtual classroom opportunity.

- **Implement the Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q4 2022. (Public Works)**

The City’s water distribution and sewer systems are monitored and controlled remotely by equipment commonly referred to as, Supervisory Control and Data Acquisition (“SCADA”). Construction has begun, including installation of hardware required for communications at five water sites. The water system is anticipated to be completed by Q2 2022 (due to material and manufacturer delays as a result of the pandemic). A bid for the next phase of the project, upgrading the sewer utility system, will be issued in late Q2 or Q3 2022 for construction in late 2022 or early 2023.

- **Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents. (City Attorney and City Manager’s Office)**

The City Attorney and legal team are tasked with holding Sound Transit to the terms of the 2017 Settlement Agreement. There are currently crossclaims and appeals proceedings pending before King County Superior Court and Court of Appeals, Division One. This remains a significant work item for the City and requires a considerable amount of staff time and support from outside legal counsel. In November, the City sought a preliminary injunction to stop Sound Transit from constructing a curb cut on the north side of North Mercer Way in violation of the Settlement Agreement. In December, the King County Superior Court denied the City’s motion while granting Sound Transit’s motion for partial summary judgement. Currently, the City is seeking discretionary review by the Court of Appeals of the Superior Court’s interlocutory order on summary judgment.

- **Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023. (Fire)**

The Fire Marshal and Fire Department Leadership continue to work with Sound Transit on safety and fire suppression systems and requirements for the light rail station. Fire alarm, fire sprinkler, and clean agent systems are installed and operational pending confidence and acceptance testing. Final integrated system testing is anticipated before Q4 2022. Additionally, Sound Transit staff and Fire Department Leadership have been working collectively to establish consistency in fire related systems between Seattle, Bellevue, and other regional partners. This collective approach will ensure that our mutual aid partners utilize the same systems and our private contractor partners receive continuity with system design, requirements, and install.

- **Prepare for the new light rail station, to include police response protocols and pedestrian and vehicles safety considerations. (Police)**

The Department accelerated the hiring of two new police officers, as approved by the City Council during the 2021-2022 budget process, who will be assigned to the Sound Transit light rail station area. Staff continue to work with King County transit and WSDOT to develop response protocols and dedicated Transit Town Center officers.

- **Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices. (City Manager’s Office and Finance)**

The ongoing tracking and invoicing of costs incurred by the City for which the City is eligible for reimbursement under the 2017 Settlement Agreement with Sound Transit. Significant

reimbursements during this period include enhancements to traffic safety to offset the impact of the Mercer Island Station such as a new crosswalk construction near West Mercer Elementary School.

- **Complete the Water Meter Replacement Project by Q4 2023. (Public Works)**

The City is replacing residential water meters as well as upgrading the technology that reads and analyzes the water meters. The Project Team has completed the technology propagation study and is working with PSE on hardware replacements. Contract negotiations with the City's preferred vendor are ongoing. Construction is anticipated to begin in the third quarter of 2022. Implementation has been extended from one year to two years with half of the meters replaced in year one and the remaining meters in year two. Project completion now slated for Q1 2024.

- **Prepare for the opening of the Sound Transit Light Rail Station in 2023. Work with internal teams and other agencies to ensure safe design and implementation. (City Manager's Office, Fire, Police, and Public Works)**

Recent accomplishments include contracting with Sound Transit, Bellevue, and Redmond to train Fire crews for potential emergencies in light rail stations as well as on needed equipment, and accelerating the hiring of two new Police Officers, as approved by the City Council during the 2021-2022 budget process, who will be assigned to the Sound Transit light rail station area. Dates for fire crew emergency response training will be determined by the end of Q1 2022.

- **Continue work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. (City Manager's Office, Public Works, and Finance)**

The Thrift Shop division was able to further expand operations in November including adding a second donation day. As of mid-March, donations are no longer being collected and managed at the MICEC. All donation operations moved back to the Thrift Shop retail storefront. Additional staff were brought on as in-person and online operations expanded. A new Thrift Shop Manager was hired in early March 2022.

- **Implement 2021 sustainability work plan as adopted on March 2, 2021. (Public Works)**

The 2021-2022 adopted budget included a full-time position focused on sustainability initiatives. Although the position was filled in early 2021, the person filling this role continued to provide support for Citywide Communications through early summer 2021. Now working at full capacity, the new Sustainability Analyst has begun work on sustainability initiatives including incorporating sustainability best practices in City operations/maintenance, and capital improvement projects; and tracking emissions and meeting GHG targets. After approval of the Sustainability Committee Charter on February 1, 2022, the sustainability committee has restarted and is scheduled to meet monthly. The City's first [Climate Action Plan](#) is underway with consultant, Cascadia Consulting, on board to support the effort.

- **Provide ethics training for all public officials. (City Manager's Office and City Attorney's Office)**

City Council adopted the updated Code of Ethics on June 16, 2021. A training program for boards and commissions was developed and deployed in the fall of 2021. Staff will continue to provide training to new members of the City Council, Boards, and Commissions.

- **Oversee the City's Emergency Response to the COVID-19 Pandemic. (All Departments)**

Continue to oversee and manage the City's response to and recovery from the pandemic including keeping the City Council and community apprised of city service changes and updates, monitoring current health conditions, and implementing additional protective measures.

- **Work with the City Council and staff on the transition to in-person meetings. The City Council is currently meeting remotely due to restrictions related to the COVID-19 Pandemic. The timing to**

resume in-person meetings is currently unknown. (City Manager’s Office)

The March 15, 2022 City Council meeting was the first hybrid (in person and remote) public meeting. All City Council meetings going forward will be hybrid unless public health circumstances change. Staff will continue to make improvements to technology as needed and will begin to transition Boards and Commissions to the hybrid format in Q2 2022.

- **Implement organizational improvements by developing and implementing policies and procedures for differential service pricing, allocation and use of the City’s recreation facilities, and community special event administration, to align with meeting cost recovery goals and community needs. (Parks & Recreation and Public Works)**

Throughout 2021, staff worked on a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services. The next phase of the transition plan is to develop policies and procedures to help standardize and improve processes, service pricing, and other costs.

- **Implement programs and services and partnerships to meet the arts and culture priorities established by the Mercer Island Arts Council. (Parks & Recreation and Public Works)**

Throughout 2021, staff worked on a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services, including arts and culture priorities. Program and service priorities for arts and culture include: 1. Stabilize Arts Council Membership, volunteership, and operations; 2. Develop 2023 City Arts and Culture Work Plan; 3. Garner community input and support of City arts and culture initiatives; 4. Address City arts policy and procedure needs.

- **Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q3 2021. (Administrative Services, Police, City Attorney’s Office, and Municipal Court)**

In 2021, a multi-department staff team began the process of analyzing options for municipal court delivery services, either by continuing the Mercer Island Municipal Court or by contracting with another area court. Staff were on target to present findings and recommendations in the fall of 2021, but upon receiving the resignation of Mercer Island’s Municipal Court Judge, the City embarked on a recruitment process for a new Municipal Court Judge pursuant to RCW 3.50.040 and MICC 2.40.040. The City appointed Judge Gregory to a four-year term. Staff will resume work on the Municipal Court Services Study in late 2022.

Completed work plan items and projects:

Project	Department
Complete the Parks, Recreation and Open Space (PROS) Plan by Q2 2022.	City Manager’s Office
Review and update the City’s current budget policies and present new financial management policies to the City Council.	Finance
Report to Council on implementation of permit fee analysis and level of service analysis.	Community Planning & Development
Update Animal Control Ordinance in conjunction with the City Attorney’s office by Q2 2022.	Police
Continue to ensure the Police Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.	Police

Develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services.	Parks & Recreation
Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.	Community Planning & Development
Develop a strategy and evaluate options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person.	City Manager's Office and Others
Complete the Risk & Resiliency Assessment by Q2 2021.	Public Works
Update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021.	Public Works
Continue to ensure the Police Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.	Police
Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system.	Finance
Implement the organizational structure as approved in the 2021-2022 budget.	City Manager's Office

2023-2024 WORK PLAN DEVELOPMENT

To help streamline the discussion at the Planning Session, City Council members are encouraged to submit suggestions for 2023-2024 work plan items to Executive Assistant to the City Manager Amanda Keverkamp (Amanda.Keverkamp@mercerisland.gov) no later than 5:00 pm on Monday, March 21, 2022. Staff will compile the suggestions and share them with the City Council by 5:00 pm on Wednesday, March 23, 2022. The 2022 Planning Session packet will be amended with the suggested work plan items.

NEXT STEPS

The next update to the work plan is scheduled for Q3 2022, prior to commencing the 2023-2024 budget process.

RECOMMENDED ACTION

Receive report.



City of Mercer Island

2021-2023 Work Plan and Projects Outlook

Project	PROGRESS	START	END	2021				2022				2023			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Administrative Services															
Create a master fee schedule for City Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees) by the end of Q3 2022.	0%	Oct-21	Mar-22							Expected Completion					
Assist in updating citywide policies regarding finances, purchasing, utility billing policies, fleet, and others.	40%	Jan-21	Dec-22									Expected Completion			
Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q2 2022.	50%	Mar-21	Jun-22							Expected Completion					
Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing.	60%	Jan-21	Dec-22									Expected Completion			
Negotiate new Collective Bargaining Agreements with AFSCME (2022-2023) and Fire (2022-2024) bargaining groups. 2022-2024 Police and Police Support CBA completed December 2021.	70%	Jan-21	Dec-22									Expected Completion			
Conduct a Citywide Classification & Compensation Study.	45%	Feb-21	Jan-22						Expected Completion						
Develop a citywide compensation policy and philosophy subject to review and approval by the City Council by the end of Q3 2022.	0%	Apr-22	Sep-22								Expected Completion				
Research and present options for the City Council's biennial public opinion survey; collaborate on promotion and assist with distribution and explanation of results. Conduct a biennial public opinion survey in 2022 to inform the 2023-2024 budget process.	25%	Oct-21	Jan-22							Expected Completion					
Complete GIS Utility Network Data Upgrade Project by Q2 2023. *	0%	Feb-22	Jun-22											Expected Completion	
City Attorney's Office															
Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents.	65%	Jan-21	Ongoing												
Continue to oversee the City's emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues.	Ongoing	Mar-20	Ongoing												
City Manager's Office															
Implement the organizational structure as approved in the 2021-2022 budget.	100%	Jan-21	Jul-21				Expected Completion								
Prepare for the opening of the Sound Transit Light Rail Station in 2023. Work with internal teams and other agencies to ensure safe design and implementation.	25%	Jan-21	Jun-23												

Project	PROGRESS	START	END	2021				2022				2023			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.	Ongoing	Jan-21	Ongoing												
Continue to oversee the City’s emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues.	Ongoing	Mar-20	Ongoing												
Work with the City Council and staff on the transition to in-person meetings. The City Council is currently meeting remotely due to restrictions related to the COVID-19 Pandemic. The timing to resume in-person meetings is currently unknown.	95%	Jan-21	Ongoing												
Develop a strategy and evaluate options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person.	100%	Jan-21	Sep-21				Complete								
Provide ethics training for all public officials.	90%	Jan-21	Dec-23												
Prepare a recommendation to the City Council regarding the future use of the Tully’s Property, acquired by the City in 2020. The City Council directed staff to suspend work on a mixed-use and commuter parking project proposed this site in 2020. This discussion is planned for 2021.	10%	Jan-21	Mar-22												

Community Planning and Development

Implement organizational improvements based on the permit fee revisions and the department assessment to better align department service levels with permit revenues while optimizing service delivery by Q4 2022.	50%	Jan-21	Dec-22												
Prioritize staff focus on highest value plan review, inspection, and enforcement objectives.	50%	Jan-21	Ongoing												
Coordinate with King County jurisdictions on regional growth planning (including growth target development and adoption by the Growth Management Planning Council 2021). Ratification by City Council scheduled for March 1, 2022.	90%	Jan-21	Mar-22												
Report to Council on implementation of permit fee analysis and level of service analysis.	100%	Jan-21	Dec-21												
Major Comprehensive Plan Update: begin work on the full update that is required every nine years in Q3 2022. A 24-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be substantial rewrites of the Economic Development Element and the Housing Element/Housing Needs Assessment.	5%	Jan-21	Jun-23												
Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.	100%	May-21	Jul-21												
Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center.	0%	Mar-22	Oct-22												
Conduct a public engagement process to solicit input to write the Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12).	0%	Apr-22	Dec-22												
Complete a Parking Study for Town Center.*	5%	May-22	Dec-22												

*Added to the matrix March 2022

Project	PROGRESS	START	END	2021				2022				2023					
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Business Code Zone Amendment.*	0%	Oct-22	Dec-23														
Residential Standards Assessment.*	0%	Apr-22	Mar-22														

Finance

Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system.	100%	Jan-21	Sep-21			Complete											
Phase 1: Purchase new Enterprise Resource Planning Software by Q1 2022.	85%	Jan-21	Dec-22														
Phase 2: Implement Enterprise Resource Planning Software by Q3 2024.	0%	Jun-22	Jun-24														
Review and update the City's current budget policies and present new financial management policies to the City Council.	100%	Mar-21	Sep-21														
Develop the 2023-2024 biennial budget with a new internal process by Q3 2022.	25%	Jan-22	Oct-22														
Transition to monthly financial reports. Implementation of this goal is tied to procurement and implementation of the new financial software.	0%	Mar-22	Jun-24														
Administer American Rescue Plan Act (ARPA) Funding by Q4 2026.	27%	Jun-21	Dec-24														
Continue work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. This work is ongoing.	50%	Jan-21	Dec-22														

Fire

Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs during the current COVID-19 Pandemic.	Ongoing	Jan-21	Ongoing														
Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program, or contract with Bellevue Fire Department CARES program for Mercer Island residents pending consideration and acceptance by the City Council by Q2 2021.	50%	Jan-22	Dec-22														
Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023.	80%	Jan-21	Mar-23														
Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education, etc.) by Q4 2022.	50%	Jan-21	Dec-22														

Municipal Court

Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services in Q2 2022. This work item is included in the Administrative Services Department and is included for reference here.	50%	Mar-21	Jun-22														
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*Added to the matrix March 2022

Project	PROGRESS	START	END	2021				2022				2023			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Police Department															
Update Animal Control Ordinance in conjunction with the City Attorney’s office by Q2 2022.	90%	Jan-21	May-22												
Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing.	50%	Jan-21	Dec-22												
Continue to ensure the Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.	100%	Jan-21	Nov-21												
Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022.	80%	Jan-21	Dec-22												
Work with regional partners to develop “lessons learned” from the COVID-19 Pandemic to prepare for future pandemic outbreaks. Update the City’s Pandemic plan.	25%	Jan-21	Dec-22												
Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out. Conduct one Citizens Academy by Q4 2022.	75%	Jan-21	Dec-22												
Public Works															
Complete the Parks, Recreation and Open Space (PROS) Plan by Q2 2022.	90%	Jan-21	Apr-22												
Develop and adopt the Transportation Improvement Program (TIP) by July each year.	50%	Jan-21	Ongoing												
Implement the Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q4 2022.	50%	Jan-21	Mar-23												
Complete the Water Meter Replacement Project by Q4 2023.	25%	Jul-21	Dec-23												
Complete the Risk & Resiliency Assessment by Q2 2021.	100%	Jan-21	Jun-21												
Update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021.	100%	Jan-21	Dec-21												
Continue with ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology.	75%	Jan-21	Mar-23												
Complete the ADA Transition Plan by Q4 2022.	75%	Jan-21	Dec-22												
Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022.	95%	Jan-21	Dec-22												
Implement 2021 sustainability work plan as adopted on March 2, 2021.	50%	Jan-21	Dec-22												
Luther Burbank Docks reconfiguration and repair project.*		Jun-20	Dec-24												

*Added to the matrix March 2022

Project	PROGRESS	START	END	2021				2022				2023				Item 2.	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Deconstruction of Surplus Property at 4004 Island Crest Way by end of Q2 2022.*	50%	Jul-22	Jun-22														
Assess operating challenges, safety concerns, and potential improvements to Bike Skills Area at Upper Luther Burbank Park by Q2 2022.*	50%	Oct-21	Dec-22														
MICEC Annex Building Assessment.*	0%	Mar-22	Dec-22														
Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks by Q4 2024.*	0%	Mar-22	Dec-22														
Athletic Field Replacement Projects as included in the 2022 PROS Plan. Projects include: (1) Island Crest Park North Field Turf and Backstop Replacement; (2) Island Crest Park South Field Backstop Replacement; and (3) South Mercer Playfields Turf Replacement & Ballfield Backstop Update.*	0%	Jun-22	Dec-23														
Reservoir Pump Replacements.*	0%	Mar-22	Dec-24														
Reservoir Improvements.*	0%	Mar-22	Dec-23														
First Hill Booster Station Generator Replacement.*	0%	Jun-22	Dec-24														
Parks & Recreation																	
Work with the City Manager’s office to develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services.	75%	Jan-21	Dec-22														
Continue to administer the grant and other reimbursement programs related to the COVID-19 Pandemic. This work is ongoing.	25%	Mar-20	Ongoing														
Implement organizational improvements by developing and implementing policies and procedures for differential service pricing, allocation and use of the City’s recreation facilities, and community special event administration, to align with meeting cost recovery goals and community needs	25%	Nov-22	Dec-22														
Implement programs and services and partnerships to meet the arts and culture priorities established by the Mercer Island Arts Council (1. Stabilize Arts Council Membership, volunteership and operations; 2. Develop 2023 City Arts and Culture Work Plan; 3. Garner community input and support of City arts and culture initiatives; 4. Address City arts policy and procedure needs.	0%	Jan-22	Dec-22														
Youth and Family Services																	
Work with the City Council on a recovery plan for YFS services, continue to partner and collaborate with the YFS Foundation on community fundraising campaigns, and develop a recommendation to establish and grow a YFS Reserve Fund. This work is ongoing.	50%	Jan-21	Dec-23														
Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022.	50%	Apr-21	Dec-22														
Complete the update to the YFS policy and procedures manual Q4 2022. Policies related to financial assistance programs may require City Council review and approval.	50%	Oct-21	Dec-22														

2021-2022 Biennial Budget Work Plans by Department

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Administrative Services

- 1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**
 - 1.1 Create a master fee schedule for City Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees) by Q4 2021.
 - 1.2 Assist in updating citywide policies regarding finances, purchasing, utility billing policies, fleet, and others.
 - 1.3 Develop a citywide compensation policy and philosophy subject to review and approval by the City Council by Q4 2021.
 - 1.4 Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q3 2021.
- 2. Goal: Coordinate and oversee the internal and support services and teams for the City of Mercer Island**
 - 2.1 Work with the City Manager's Office and the Finance Department to prepare the 2023-2024 budget recommendation.
 - 2.2 Launch and manage the City's Customer Service Team.
 - 2.3 Lead citywide customer service initiative, including trainings for employees, focusing on improving and strengthening overall customer experience for internal and external customers.
 - 2.4 Coordinate citywide efforts on diversity, equity, and inclusion practices for City staff.
 - 2.5 Develop procedures and establish training schedule for confidential Personnel and Privileged correspondence.
 - 2.6 Review and update the Mayor's Emergency Powers code (MICC 9.40).
 - 2.7 Schedule annual trainings and consultation for diversity, equity, and inclusion practices for employees and officials.
- 3. Goal: Administer uniform Human Resources policies, procedures, and programs and process the payroll for all City employees.**
 - 3.1 Complete implementation of the semi-monthly payroll process. The transition from bi-weekly to semi-monthly payroll began in Q4 2020.
 - 3.2 Continue implementation of HRIS software (NEOGOV) to centralize employee data, payroll, and benefits. This work is ongoing.
 - 3.3 Negotiate new Collective Bargaining Agreements with bargaining groups in 2021:
 - 3.3.1 Police and Police Support bargaining groups by for the years 2022 through 2024.
 - 3.3.2 AFSCME bargaining group by for the years 2022 through 2023.
 - 3.3.3 Fire bargaining group by for the years 2022 through 2024.
 - 3.4 Continue to monitor near-term retirements and coordinate with department directors on succession planning strategies. This work is ongoing.
 - 3.5 Administer citywide training programs and the employee survey.

Administrative Services Work Plan Cont.

- 3.6 Manage the citywide performance evaluation process and employee recognition and service award programs. This work is ongoing.
 - 3.7 Review and digitize Human Resources records, identifying destruction and/or archival requirement. This work is ongoing.
 - 3.8 Continue to assist with time-tracking related to the COVID-19 Pandemic. Ensure staff hours are recorded to meet FEMA and other grant requirements.
 - 3.9 Conduct a Citywide Classification & Compensation Study.
- 4. Goal: Provide excellent support and management of the City's technology, operations, and initiatives and the City's Geographic Information System and related products and services.**
- 4.1 Implement technology projects in the 2021-2022 Capital Improvement Plan, including a new financial system (pending budget proposal) and upgrades to the permitting system.
 - 4.2 Assist staff to identify, prioritize and bid technology projects for the 2021-2022 biennium.
 - 4.3 Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct ongoing training for City employees on cyber and information security.
 - 4.4 Ensure that mobile computer systems in emergency vehicles and field reporting systems are dependable, well-maintained, and functional.
 - 4.5 Continue to provide technology support for remote meetings (City Council, Boards and Commissions, etc.) due to the COVID-19 Pandemic.
 - 4.6 Procure, implement, maintain, and support all information and technology infrastructure, systems, and software that enables City service delivery to the public.
 - 4.7 Continue with maintenance and administration of online map services to ensure WebGIS, Cityworks, and Online maps are operational.
 - 4.8 Continue to maintain and enhance Esri and Latitude GeoCortex software including procurement, licensing, and administration to ensure WebGIS and GIS software are operational
- 5. Goal: Provide a single and centralized location for Mercer Island residents, businesses, and visitors to access City services**
- 5.1 Continue the work started by the EOC Call Center to transition to a centralized Customer Service Team to provide excellent citywide customer service by phone, email, and in-person.
 - 5.2 Implement the customer relationship management (CRM) software to track and manage customer interactions.
 - 5.3 Provide a consistent customer service experience, while creating efficiencies and reducing redundancies.

Administrative Services Work Plan Cont.

- 5.4 Decrease the steps it takes the customer to get what they want/need (clicks, emails, phone calls, etc.) Track progress through data collection and establish performance objectives.
 - 5.5 Provide one-stop shopping and relieve multiple staff teams from working on the same request.
 - 5.6 Provide citywide support for the re-opening of City facilities and the transition back to in-person services as COVID-19 restrictions allow.
- 6. Goal: Plan, organize, and supervise the City's community outreach efforts and media relations to educate residents and encourage informed input from the Mercer Island community.**
- 6.1 Develop and manage communications plans and provide support or outreach/engagement management for other departments.
 - 6.2 Research and present options for the City Council's biennial public opinion survey; collaborate on promotion and assist with distribution and explanation of results.
 - 6.3 Maintain range of communications tools (website, Let's Talk, social media, MI Weekly, news releases, etc.)
 - 6.4 Ensure consistent branding of outreach materials across departments.
 - 6.5 Administer the City's website, adding news and calendar items, updating content, and designing new webpages as needed. Continue citywide training to ensure department staff are regularly updating and monitoring website content.
 - 6.6 Continue communications regarding the citywide emergency response to the COVID-19 Pandemic including maintaining and updating the Let's Talk page and website with current and relevant information.
 - 6.7 Conduct a biennial public opinion survey in 2022 to inform the 2023-2024 budget process.

City Attorney's Office

- 1. Provide legal advice and guidance to the City Council, the City Manager, and City departments, as well as boards and commissions.**
 - 1.1. Conduct legal research for civil matters, and ensure actions taken by the City are consist with state and federal laws.
 - 1.2. Attend City Council meetings, Executive Sessions, and other meetings as needed; provide legal guidance and advice.
 - 1.3. Prepare draft ordinances for City Council consideration and adoption as City law.

City Attorney's Office Work Plan Cont.

- 1.4. Negotiate contracts in a variety of areas, including ROW franchises, real estate and development services, land use, environmental law, public works, and professional services.
- 1.5. Manage administrative claims and advise the City Manager and departments on risk management. Reviews incident reports City-wide for potential liability. The City receives an average of 23 claims and 80 incident reports per year.
- 2. Support comprehensive efforts relating to the future of the Bus/Rail Interchange along North Mercer Way.**
 - 2.1. Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents.
- 3. Represent the City in civil litigation and prosecution of criminal citations.**
 - 3.1. Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.
 - 3.2. Monitor and enforce terms of the Sound Transit Settlement Agreement.
 - 3.3. Manage representation and work assigned to outside legal counsel.
 - 3.4. Oversee prosecution of misdemeanor citations issued by the Mercer Island Police Department and management of criminal cases and infractions before the City's municipal court.
 - 3.5. Administer contracts for prosecutorial and public defense services.
- 4. Respond to public records requests pursuant to Public Records Act.**
 - 4.1. Coordinate timely response to public records requests.
 - 4.2. Ensure compliance with the Public Records Act and proper application of exemptions.
 - 4.3. Stay current with changes to public records laws and provide training to staff.

City Council

- 1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.**
- 2. Articulate, confirm, and communicate a vision for effective and efficient city services.**
 - 2.1. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability
- 3. Implement and economic development program.**
- 4. Provide emergency response services related to the COVID-19 Pandemic.**

City Manager's Office

1. Goal: Stabilize the organization, optimize resources, and develop a long-term fiscal sustainability plan.

- 1.1 Implement the organizational structure as approved in the 2021-2022 budget.
 - 1.1.1 Continue to work towards filling interim/vacant director positions.
 - 1.1.2 Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements.
 - 1.1.3 Emphasize building and developing future leaders throughout the organization through continuing education, cross-training, and identifying other opportunities for professional growth.
- 1.2 Continue work on long-term financial strategies; revisit policies related to the long-term forecast, reserves, and operating contingencies.
 - 1.2.1 Work with the City Council to evaluate options for the Luther Burbank Park maintenance and operations levy that ends in 2023.
 - 1.2.2 Provide support to the YFS Working Group, a partnership of the YFS Foundation and the City, in developing a recommendation on long-term funding strategies for YFS services. This work is ongoing with a recommendation tentatively scheduled for Q1 2021. Refinement of the goals and objectives of the YFS Working Group is subject to further direction by the City Council.
 - 1.2.3 Provide support to the Finance Department and Administrative Services Department in developing and revising numerous financial and operational policies.
- 1.3 Provide leadership support and direction on specific projects and work items to stabilize the organization and the staffing structure. These projects include:
 - 1.3.1 Assist the Recreation Transition Team in developing the service recovery plan for the Mercer Island Community and Event Center and recreation programs and services. Work will commence Q4 2020 with City Council initial review planned for early Q2 2021.
 - 1.3.2 Continue to support work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. This work is ongoing.
 - 1.3.3 Support the Community Planning and Development Department in the fee study and staffing analysis.
- 1.4 Prepare and transmit a 2023-2024 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.

City Manager's Office Work Plan Cont.

2. Goal: Prepare for the impacts of growth and change with a continued consideration on environmental sustainability

- 2.1 Prepare for the opening of the Sound Transit Light Rail Station in 2023. Work with internal teams and other agencies to ensure safe design and implementation.
- 2.2 Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.

3. Goal: Provide emergency response services related to the COVID-19 Pandemic

- 3.1 Continue to oversee the City's emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues.
- 3.2 Continue to work with the Finance Department to address the financial impacts of the Pandemic. Ensure other Departments have the supplies and resources needed to meet safety and operational requirements.
- 3.3 Revisit policies and operations plans to address emerging needs.

4. Goal: Provide leadership and planning support to the City Council.

- 4.1 Work with the City Council and staff on the transition to in-person meetings. The City Council is currently meeting remotely due to restrictions related to the COVID-19 Pandemic. The timing to resume in-person meetings is currently unknown.
- 4.2 Manage the City Council Planning Schedule to ensure timely delivery of work plan items. Evaluate the need for Special Meetings and "Joint Meetings" with other boards or governing bodies.
- 4.3 Provide support to the City Council in setting the agendas and preparing for the Annual Planning Session and Mid-Year Planning Session. Work with the City Council to address planning session formats given the ongoing impacts of COVID-19 and the limitations on in-person meetings.
- 4.4 Prepare the annual legislative priorities with direction from the City Council. Respond to legislative activity at the State and Federal level.
- 4.5 Advertise, recruit, and fill vacancies for the City's boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs, ensure Code of Ethics compliance, and train support staff.
- 4.6 Evaluate whether or not to continue the Sustainability Committee, which is a sub-committee of the City Council.
- 4.7 Develop a strategy and evaluate options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person.
- 4.8 Provide ethics training for all public officials. Identify a Washington Cities Insurance Authority (WCIA) training consultant, establish curriculum that supports the adopted Code of Ethics, and develop a training schedule.

City Manager's Office Work Plan Cont.

- 4.9 Manage the transition of codifiers to meet the growing codification needs, increase transparency, and improve user functionality.
- 5. Goal: Continue Citywide application and education of records retention schedules and procedures.**
- 5.1 Develop a policy that outlines the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period.
- 5.2 Review and identify destruction and/or archival requirements for records. Provide support and training to City departments for records retention.
- 5.3 Develop a citywide training schedule for employees regarding records storage, retention, and destruction.
- 6. Goal: Oversee and coordinate special project work.**
- 6.1 Oversee the Thrift Shop and Recycling Center Remodel Project in coordination with the Public Works Department. The project is under review and final City Council direction is anticipated in Q4 2020. The project includes a minor remodel of the Thrift Shop, resulting in an expanded retail floor space and addresses other facility needs. The project also includes a remodel and activation of the former Recycling Center (northwest corner of Mercerdale Park) to support donation processing.
- 6.2 Prepare a recommendation to the City Council regarding the future use of the Tully's Property, acquired by the City in 2020. The City Council directed staff to suspend work on a mixed-use and commuter parking project proposed this site in 2020. This discussion is planned for 2021.

Community Planning & Development

- 1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**
- 1.1 Implement organizational improvements based on the permit fee revisions and the department assessment to better align department service levels with permit revenues while optimizing service delivery by Q4 2022.
- 1.2 Analyze feasibility and options for a special revenue fund for the Community Planning and Development (CPD) Department by Q2 2022 and prepare to implement a CPD special revenue fund as part of the 2023-2024 biennial budget.
- 2. Goal: Stabilize department operations to provide basic permitting service levels (including construction permit reviews, land use decisions, inspections, code compliance, noticing and public outreach, customer service and data reporting).**
- 2.1 Implement operational modifications as needed to maintain core services and to mitigate restrictions on construction imposed by the COVID-19 Pandemic

Community Planning & Development Work Plan Cont.

- 2.2 Prioritize staff focus on highest value plan review, inspection, and enforcement objectives.
- 2.3 Implement incremental changes to processes and communications to improve efficiency.
- 2.4 Ensure ongoing workforce development through training and job growth opportunities. Develop internal candidates for anticipated vacancies and continue to plan for upcoming retirements.

3. Goal: Engage in necessary and high priority policy and planning activities

- 3.1 Continue the analysis of retail capacity that evaluates current and future commercial needs and make recommendations for near term code amendments as well as the development of a long-term retail strategy for the Town Center.
- 3.2 Assist the Public Works/Operations Department with the Town Center Parking Study.
- 3.3 Coordinate with King County jurisdictions on regional growth planning (including growth target development and adoption by the Growth Management Planning Council Q1-Q2 2021).
- 3.4 Update the Construction Codes according to state requirements by Q1 2021.
- 3.5 Approve the Comprehensive Plan docket and the code amendment docket annually (Q3-Q4), work with the Planning Commission and City Council to review and implement proposed amendments.
- 3.6 Adopt the A Regional Coalition for Housing (ARCH) administrative budget and housing trust fund (HTF) contribution annually (Q3), allocate ARCH HTF funds to projects annually (Q1), participate on the ARCH Executive Board (ongoing).
- 3.7 Update school impact fees annually in coordination with the Mercer Island School District's adoption of the Capital Facilities Plan (Q3-Q4).
- 3.8 Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).
- 3.9 Update the City's sign code due to recent changes in case law by Q3 2021.
- 3.10 Update the City Code related to wireless and small cell facilities. The City currently has an interim ordinance in place.
- 3.11 Review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes.
- 3.12 Major Comprehensive Plan Update: begin work on the full update that is required every eight years in Q3 2022. A 24-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be substantial rewrites of the Economic Development Element and the Housing Element.

Community Planning & Development Work Plan Cont.

- 3.13 Conduct a Housing Needs Assessment to inventory the City's existing housing stock, analyze current and future housing needs, and identify gaps where the current housing market is not delivering needed housing types to inform a possible future Housing Action Plan to implement an updated Housing Element in the Comprehensive Plan.
- 3.14 Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.
- 3.15 Analyze and update the Transportation and Park impact fees and implement a new Fire Services impact fee.

4. Establish a citywide economic development program

- 4.1 Hire an Economic Development Coordinator to implement a Citywide economic development program.
- 4.2 Partner with the Mercer Island Chamber of Commerce to continue supporting local businesses in COVID-19 recovery and develop a long-term strategy for providing support post-Pandemic.
- 4.3 Review and identify gaps in policies/processes related to business attraction, retention, and expansion; Town Center activation; business taxation; and business promotion and outreach.
- 4.4 Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center.
- 4.5 Conduct a public engagement process to solicit input to rewrite the Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12).
- 4.6 Strengthen the relationship between the City and the local business community by providing transparent and timely information.
- 4.7 Bolster community support for local businesses through education and communication about local economic development.

Finance

1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

- 1.1 Research and evaluate the potential of transitioning the City's annual financial report from Generally Accepted Accounting Practices (GAAP) full accrual financial statements to the modified cash-basis method by Q1 2022.
- 1.2 Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system. Implementation of the system is tied to a budget proposal.
 - 1.2.1 Research new software options to record City business and occupation tax data and sales tax data for inclusion in the 2023-2024 biennial budget.

Finance Work Plan Cont.

- 1.3 Review and update the City's current budget policies and present new financial management policies to the City Council. This includes:
 - 1.3.1 Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2021.
 - 1.3.2 Funding requirements for new FTEs to ensure positions are supported by an ongoing and sustainable funding source. Update the "Donations to the City" section of MICC 2.50 to include a reference to donations for staff positions by Q4 2021.
 - 1.3.3 Use of REET funds by Q4 2021. REET 1 and REET 2 allow for the use of funds for maintenance projects with limitations. New legislation in 2019 expanded the use of REET 2 for affordable housing and projects related to homelessness. REET funds are currently dedicated to capital projects for streets, parks, and facility reinvestment and replacement.
 - 1.3.4 City policies on reserve funds by Q4 2021.
 - 1.3.5 Prepare a long-term analysis for the LEOFF 1 Long Term Care reserve and make recommendations to the City Council regarding the reserve balance and future contributions by Q2 2022.
 - 1.3.6 Utility billing policies and procedures including, pro-ration of rates, landlord tenant accounts, leak adjustments options, Federal Trade Commission's Red Flag Rule, collection practices and consistent payment plan options for delinquent utility accounts and review of utility discounts and financial assistance programs by Q2 2022.
 - 1.3.7 Purchasing and procurement procedures and written policies by Q2 2022.
- 1.4 Support completion of the Citywide Classification and Compensation Study conducted by Human Resources. This work is tied to a budget proposal.
- 1.5 Cross-train staff in utility billing, payroll management, and other internal service workflows within the department. This work is ongoing.
- 1.6 Develop the 2023-2024 biennial budget with a new format by Q3 2022.
- 1.7 Purchase and implement Enterprise Resource Planning Software by Q4 2022.
- 2. Goal: Provide excellent service to internal and external customers.**
 - 2.1 Transition to monthly financial reports by Q4 2022. Implementation of this goal is tied to procurement and implementation of the new financial software.
 - 2.2 Support the Community Planning and Development Department's Cost of Service/Cost Recovery Fee Analysis. This work will be ongoing through Q1 2022.
 - 2.3 Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement by Q4 2022.

Finance Work Plan Cont.

- 2.4 Support broader use of the City’s asset management system Cityworks among external service departments. Utilize asset management data to establish/update policies for capital reinvestment and replacements. Utilize the data to confirm the prioritization and replacement schedule for infrastructure. This work is ongoing.
- 2.5 Support implementation of the Supervisory Control and Data Acquisition (SCADA) System conducted by Public Works through project completion.
- 2.6 Hire and train a Financial Analyst (1.0 FTE) to support the Finance team in budget development, financial reporting, and long-term financial planning for the City’s capital program and utility functions by Q2 2022.

Fire

- 1. Goal: Keep the Mercer Island community safe through effective planning, training, response, and mitigation of emergencies.**
 - 1.1 Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs during the current COVID-19 Pandemic.
 - 1.2 In collaboration with regional partners, develop “lessons learned” from COVID-19 to prepare for potential future pandemic outbreaks with respect to personal protective equipment (PPE) usage, its reuse, as well as decontamination protocols by Q4 2021.
 - 1.3 Maintain CPR, AED, Rescue Diver, and technical rescue certifications and research and implement training opportunities designed to further improve performance outcomes in each of these disciplines by Q1 2022.
 - 1.4 Focus on the physical and mental wellness of firefighters by developing the MIFD PEER Support Team and offering quarterly webinars on mental health and wellness. This work is ongoing.
 - 1.5 Assess MIFD current baseline performance metrics and establish new baseline response metrics for both stations by Q2 2022.
 - 1.6 Study the feasibility of modifying the geographical response boundary of Fire Station 92 to balance the call volumes between Stations 91 and 92 by Q4 2021. If implementation is feasible this will improve response times from Fire Station 91 to the downtown core.
 - 1.7 Plan for anticipated retirements by identifying departure dates as early as possible. Develop succession plans for all ranks within the department and identify pathways to achieve each of those ranks. This work is ongoing.
 - 1.8 Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program, or contract with Bellevue Fire Department CARES program for Mercer Island residents pending consideration and acceptance by the City Council by Q2 2021.

Fire Work Plan Cont.

- 1.9 With the use of outside consultants, study the feasibility of Fire Impact Fees related to new residential and commercial construction. These fees should include providing funding as allowed by RCW 82.02.050 due to increased demands related to infrastructure growth and service delivery objectives. It is anticipated that the study should be initiated the end of Q1 2021. Pending the results of the study, implementation, if warranted, should commence as recommended.

2. Goal: Maintain or increase cardiac survival rates.

- 2.1 Continue to participate in cardiac survival studies through King County Emergency Medical Services (KCEMS).
- 2.2 Continue to work towards decreasing the average turnout times by two seconds each year over the next two years and decreasing overall response times to meet the 90% goal set forth in the standard of cover (SOC) document.
- 2.3 Support Citizen initiated CPR by reimplementing MIFD instructed classes by Q1 2022.
- 2.4 Analyze potential implementation of the PulsePoint App for citizen-initiated CPR prior to MIFD arrival to increase patient survivability and determine whether Mercer Island can provide this service City-wide via North East King County Regional Public Safety Communication Agency (NORCOM) by Q2 2022.

3. Goal: Continued emphasis on community risk reduction through fire prevention and public education.

- 3.1 Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023.
- 3.2 Work with Zone 1 Fire Marshals on the Puget Sound Emergency Radio Network (PSERN) in-building radio coverage for the new County radio system, to be completed by Q4 2022.
- 3.3 Continue to work towards improving the Washington Surveying & Rating Bureau (WSRB) rating from a class 4 to a class 3 city with the intent to lower insurance costs for the citizens of Mercer Island.
- 3.4 Train one Inspector per shift (A, B and C) to become a certified International Code Council (ICC) inspector 1 by Q4 2022.
- 3.5 Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education etc.) by Q4 2022.
- 3.6 Work with the Community Planning & Development Department and the City Council to adopt the 2018 Fire code by Q2 2021.
- 3.7 The Fire Marshal will continue and expand the scope of Operational Permit issuance as outlined in the International Fire Code in Q1 2021. This time will be used to educate and inform business owners/operators of the necessity of the operational permit process. Starting January of 2022, in conjunction with Community Planning and Development, fees will be approved and added to the fee schedule for the sole intent to recover cost associated with issuing permits.

Municipal Court

1. **Goal: Resolve cases in a fair and just manner in accordance with the laws of Washington State and provide a legal venue for individuals to adjudicate civil infractions and criminal cases.**
 - 1.1. Hold court hearings in a timely fashion as required by the Washington State Supreme Court.
 - 1.2. Adjudicate civil infractions and set hearing dates.
 - 1.3. Prepare monthly reports and submit to the Office of Administrator of the Courts.
 - 1.4. Facilitate probation and court monitoring services to ensure compliance with judgments and sentencing.
 - 1.5. Collect court fines.
 - 1.6. Continue to provide municipal court services to the City of Newcastle via the current interlocal agreement.
2. **Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**
 - 2.1. Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q3 2021. This work item is included in the Administrative Services Department and is included for reference here.

Police

1. **Goal: Prepare for the impacts of growth and change.**
 - 1.1 Update Animal Control Ordinance in conjunction with the City Attorney's office by Q2 2022
 - 1.2 Review and propose potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property by Q1 2021.
 - 1.3 Establish potential partnerships with area shelters for those who experiencing homelessness, by Q1 2021.
 - 1.4 Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing.
 - 1.5 Hire two additional Patrol Officers in 2022, for implementation in 2023, to have two officers assigned to the Sound Transit light rail station during all shifts.
 - 1.6 Collaborate with Sound Transit (ST), King County Metro, and other agencies to ensure safe design and implementation of the Light Rail Station and bus intercept. This work is ongoing.

2. Goal: Stabilize the organization and optimize resources to ensure efficient and effective delivery of public safety service.

- 2.1 Conduct an annual community drug-takeback event annually.
- 2.2 Improve and simplify the Police Department's scheduling and payroll data entry process in collaboration with Human Resources by Q3 2021.
- 2.3 Complete the Emergency Operations Center (EOC) improvements by Q4 2022. The EOC serves as the central location when managing mid- to large-scale emergencies. (Subject to adoption of the CIP budget).
- 2.4 Provide each officer annual training, including State-mandated classes, Crisis Intervention Training, De-escalation training, cultural awareness and anti-biased policing training, updated Use of Force training, training required by accreditation, to maintain certifications, and additional specialized continuing education.
- 2.5 Recruit and retain officers to maintain minimum authorized staffing level requirements. Plan for anticipated retirements by identifying departure dates as early as possible. Develop succession plans for all ranks within the department and identify pathways to achieve each of those ranks. This work is ongoing.
- 2.6 Work closely with law enforcement partners and affiliated agencies to ensure a safe boating environment. Reduce boating collisions through proactive boating law enforcement and boater education. This work is ongoing.
- 2.7 Participate and engage in educational campaigns related to drowning prevention and water safety.
- 2.8 Maintain proficiency with the special operations team, the dive team, and bicycle team. This work is ongoing.
- 2.9 Continue to monitor jail contracts, seeking efficiencies whenever possible.
- 2.10 Continue to ensure the Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.

3. Goal: Enhance public safety communication.

- 3.1 Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022.

4. Goal: Continue focus on community safety, community outreach, and education.

- 4.1 Continue to operate and oversee the City-wide emergency response to the COVID-19 Pandemic.
- 4.2 Implement COVID-19 safety protocols for the Department to ensure continuity of service and compliance with the Governor's Safe Start Plan with a focus on education until the end of the Pandemic.
- 4.3 Work with regional partners to develop "lessons learned" from the COVID-19 Pandemic to prepare for future pandemic outbreaks. Update the City's Pandemic plan.
- 4.4 Continue to recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams.

Police Work Plan Cont.

- 4.5 Continue to proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts.
- 4.6 Continue the partnerships the School Resource Officer has with students and their families, the Mercer Island School District, and the Youth and Family Services Department. Maintain the focus on intervention, education, and ways to keep youth out of the Criminal Justice system. This work is ongoing.
- 4.7 Conduct traffic safety emphasis patrols and public education to maintain a low motor vehicle collision rate. Continue to partner with Public Works and the Traffic Engineer to identify and mitigate traffic issues.
- 4.8 Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out. Conduct one Citizens Academy and one CERT training by Q4 2022.

Public Works/Operations

1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

- 1.1 Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include all facilities shared/jointly maintained between the MISD and the City.
- 1.2 Complete the Parks, Recreation and Open Space (PROS) Plan by Q2 2022.
 - 1.2.1 Establish level of service standards for parks maintenance operations consistent with by Q2 2022.
- 1.3 Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park.
- 1.4 Develop Standard Operating Procedures for Cityworks (asset management system) by Q1 2022.
 - 1.4.1 Increase staff skill and competency in the Cityworks platform through ongoing trainings. This work is ongoing.
 - 1.4.2 Develop Key Performance Indicators (KPI's) for Cityworks by Q1 2022.
- 1.5 Establish a succession plan for staff within the Department to address upcoming retirements. Continue cross-training maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with emphasis on leadership development training. This work is ongoing.

2. Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.

- 2.1. Develop and adopt the Transportation Improvement Program (TIP) by July each year.
- 2.2. Implement the Supervisory Control and Data Acquisition Project ("SCADA" Project) by Q4 2022.

Police Work Plan Cont.

- 2.3. Complete the Water Meter Replacement Project by Q4 2022.
- 2.4. Complete the Risk & Resiliency Assessment by Q2 2021 and update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021. Water utilities are required by the United States Environmental Protection Agency to complete a risk and resiliency assessment and update the Utility's Emergency Response plan every five years.
- 2.5. Continue with ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology.
- 2.6. Complete approved capital projects per the schedules identified in the CIP. Provide regular updates to the City Council and the community on progress.
- 2.7. Expand the awareness campaign for "See-Click-Fix" encouraging community members to report issues identified in the field.
- 2.8. Complete the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility. This is an annual requirement.
- 2.9. Complete the ADA Transition Plan by Q4 2022.
- 2.10. Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022.
- 2.11. Hire a consultant to conduct a Town Center Parking Study to review current code, existing parking restrictions, and identify opportunities for parking improvements within the Town Center.
- 2.12. Issue a Request for Proposals to evaluate contracting out utility locate services.
- 3. Goal: Prepare for Sound Transit Interchange and King County Metro construction.**
 - 3.1 Coordinate with King County Metro and Sound Transit to ensure that infrastructure impacted by upcoming projects is restored to City standards. This work is ongoing.
- 4. Goal: Advance sustainable practices throughout the City organization and community, in partnership with regional initiatives.**
 - 4.1 Research and implement 2021-2022 initiatives, to potentially include:
 - 4.1.1 Community solar campaign and green power for City facilities
 - 4.1.2 Enhanced food waste and recycling options inside City and within the community
 - 4.1.3 Support select K4C priorities and legislation
 - 4.1.4 Implement bicycle wayfinding map and final Town Center/Mountains to Sound Greenway Trail signage
 - 4.1.5 Continue work on energy efficiency retrofits within City facilities
 - 4.2 Update the City's carbon footprint assessment in partnership with local sustainability collaborators and prioritize future Green House Gas-reduction actions for proposed City Climate Action Plan by Q4 2021.
 - 4.3 Serve as the City program/contract manager for Metro #630 Commuter Shuttle; service currently suspended in pandemic but expected to resume late 2021.

- 4.4 Continue research and implementation of mobility initiatives that help users reach regional transit at Town Center without SOV usage.
- 4.5 Manage the Recology contract and pursue joint community outreach and efficiency measures. This work is ongoing.
- 4.6 Work with the Parks Natural Resources and Stormwater teams to improve coordination of maintenance and capital project work and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.

Recreation Transition Team

1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

- 1.1 Work with the City Manager's office to develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services. Work will commence Q4 2020 with City Council initial review planned for early Q2 2021.
 - 1.1.1 Potential to integrate transition planning work with the Parks, Recreation and Open Space (PROS) Plan Update, also planned to resume at the end of Q4 2020.
 - 1.1.2 Transition plan to include a revised recreation services operating budget for 2021-2022 and an updated fee structure. A budget amendment will be required for recreation services to resume.
- 1.2 Continue to process athletic field facility reservation requests and to provide customer service support for MICEC facility rentals impacted by the COVID-19 Pandemic.
- 1.3 Assist with citywide communications regarding parks and recreation operations.
- 1.4 Provide staff support for the Parks & Recreation Commission and the Arts Council.

2. Goal: Provide emergency response services related to the COVID-19 Pandemic

- 2.1 Continue to administer the grant and other reimbursement programs. related to the COVID-19 Pandemic. This work is ongoing.

Youth & Family Services

1. Goal: Develop a Long-Term Funding Strategy for Human Services

- 1.1 Assist the YFS Working Group, a partnership of the YFS Foundation and the City, in developing a recommendation on long-term funding strategies for YFS services for review and consideration by the City Council. This work is ongoing with a recommendation tentatively scheduled for Q1 2021. Refinement of the goals and objectives of the YFS Working Group is subject to further direction by the City Council.
- 1.2 Work with the City Council on a recovery plan for YFS services, to include restoration of the positions that are currently furloughed (e.g., school-based mental health counselors). This work is tied to recovery of Thrift Shop operations and the long-term funding strategy assigned to the YFS Working Group. This work is ongoing.
- 1.3 Continue to partner and collaborate with the YFS Foundation on community fundraising campaigns. Meet regularly with the YFS Foundation to coordinate fundraising strategies to address both short-term and long-term funding needs. This work is ongoing.
- 1.4 Develop a recommendation to establish and grow a YFS Reserve Fund as part of the 2023-2024 biennial budget by Q4 2022.

2. Goal: Provide Access to Mental Health Services to all MISD Students

- 2.1 Renew the Interlocal Agreement with the Mercer Island School District (MISD) annually.
- 2.2 Ensure YFS mental health and substance use intervention/prevention counseling services are accessible to all students in the MISD.
- 2.3 Continue to utilize tele-health services during the COVID-19 Pandemic. Coordinate with the MISD staff as to the timing and restoration of in-person services. This work is ongoing.

3. Goal: Scale Community Based Mental Health Services to Meet Demand

- 3.1 Maintain the mental health services intern program, with two to four unpaid graduate level interns serving YFS annually.
- 3.2 Continue public outreach campaigns to address community mental health needs related to the COVID-19 Pandemic and other emerging issues. This work is ongoing.

4. Goal: Provide Emergency Assistance and Geriatric Case Management

- 4.1 Provide food support for residents facing food insecurity, which currently includes grocery gift cards. Re-evaluate food pantry operations as part of transition to less-restrictive phases of the Washington State "Safe Start" COVID-19 phased reopening plan.
- 4.2 Provide emergency financial assistance support as available and meet demand for case management and resource/referral support each year of the biennium. Continue collaboration with the YFS Foundation to raise funds to meet emergency assistance needs.

Youth and Family Services Work Plan Cont.

4.3 Meet the demand for geriatric case management services.

5. Goal: HIPAA (Health Insurance Portability and Accountability Act) Compliance

5.1 Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022.

5.2 Complete the updated to the YFS policy and procedures manual Q4 2022. Policies related to financial assistance programs may require City Council review and approval.

6. Goal: Integrate and Expand Organizational Diversity, Equity, and Inclusion Practices

6.1 Implement an organizational assessment and staff training schedule by Q1 2021.

6.2 Hold monthly mental health-specific consultation sessions during clinical team meetings. This work is ongoing.

6.3 Draft a five-year plan for organizational diversity, equity, and inclusion efforts, in coordination with City-wide efforts by Q2 2022.

6.4 Schedule annual diversity, equity, and inclusion trainings and consultation targeted for mental-health professionals and human services providers.

7. Goal: Resume Thrift Shop Operations and Manage Special Projects

Note: The Thrift Shop staff team and associated operations are currently supported by the EOC/Transition Team, a resource team specifically dedicated to recovering services and operations that were impacted by the COVID-19 Pandemic. The Thrift Shop work plan items are reflected here given that Thrift Shop revenues support the YFS Fund.

7.1 Continue work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. This work is ongoing.

7.2 Expand marketing and outreach campaign efforts related to resuming Thrift Shop donations efforts. Encourage pre-sorting of donations and aim to reduce the costs associated with disposing of non-saleable donations. This work is ongoing.

7.3 Re-establish the Thrift Shop volunteer team, providing training and compliance with COVID-19 safety protocols.

7.4 If approved by the City Council (matter is pending in Q4 2020), provide support for the Thrift Shop and Recycling Center Remodel Project.



2022 PLANNING SCHEDULE

Item 2.

Please email the City Manager & City Clerk when an agenda item is added, moved, or removed.

NOTE - Regular Meetings begin at 5:00 pm from June 16, 2020, through December 31, 2022. Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

MARCH 26, 2022 – PLANNING SESSION (9:00 AM-5:00 PM)		DD	FN	CA	Clerk	CM
ABSENCES: N/A		3/14	3/16	3/16	3/17	3/17
Review and Update City Council Priorities						
Review and Update Work Plan						
Review City Council Rules of Procedure						
2021 Community Member of the Year Nomination						

APRIL 5, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		3/25	3/28	3/28	3/29	3/29
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
60	AB xxxx: Town Center Parking Study Presentation 1 (Project kick-off, review of stakeholder engagement plan) TENTATIVE			Sarah Bluvas/Jason Kintner/ Jeff Thomas/Ed Holmes		
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB 6039: March 11, 2022 Payroll Certification			Ali Spietz		
--	AB xxxx: March 25, 2022 Payroll Certification			Ali Spietz		
--	AB xxxx: Sexual Assault Awareness Month, Proclamation No. xxx			Mayor Nice/Andrea Larson		
--	AB xxxx: 2020 WMW Pedestrian Crossings Project Closeout			Jason Kintner/Clint Morris		
--	AB xxxx: 2021 Arterial and Residential Street Overlays Project Closeout			Jason Kintner/Clint Morris		
--	AB xxxx: 2021 EMW Landslide Repair Project Closeout			Jason Kintner/Clint Morris		
--	AB xxxx: ARCH Housing Trust Fund Project Approval			Jeff Thomas/Alison Van Gorp		
--	AB xxxx: Resolutions to Apply for RCO ALEA and LWCF grant funding programs for Luther Burbank Docks and Waterfront			Jason Kintner/Paul West		
--	AB xxxx: Resolution to Apply for Washington State Historical Society Heritage Capital Funding for Boiler Building Phase 1 Project			Jason Kintner/Paul West		
REGULAR BUSINESS						
15	AB 6034: Stryker Motorized Stretchers Purchase			Jeff Clark/Doug McDonald		
20	AB 6042: COVID-19 Utility Bill Relief Grant Program Approval			Merrill Thomas-Schadt/LaJuan Tuttle		
EXECUTIVE SESSION						

APRIL 19, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		4/8	4/11	4/11	4/12	4/12
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
45	AB: xxxx: Climate Action Plan – Goals and Actions			Jason Kintner/Ross Freeman		

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Agenda items and meeting dates are subject to change.

SPECIAL BUSINESS		
CONSENT AGENDA		
--	AB xxxx: 2022 Water System Improvements (Madrona Crest East) Bid Award	Jason Kintner/Rona Lin
--	AB xxxx: Earth Day/Week Proclamation	Jason Kintner/Ross Freeman
--	AB xxxx: City Hall Lobby Renovation Bid Award	Jason Kintner/Jaime Page
REGULAR BUSINESS		
30	AB xxxx: Review and Approve the 2022-2023 City Council Priorities and Confirm Work Plan (Tentative)	Jessi Bon
15	AB xxxx: City Council Rules of Procedure Amendments (Res. No. xxxx) (Tentative)	Jessi Bon/Andrea Larson
30	AB xxxx: Interlocal Agreement with the Mercer Island School District for Field Maintenance (Tentative)	Jason Kintner
30	AB xxxx: Fiscal Year 2021 Year-End Financial Status Update	Matt Mornick/ Ben Schumacher
30	AB xxxx: Luther Burbank Park Boiler Building Heritage Capital Grant Resolution	Jason Kintner/Paul West
30	AB xxxx Special Event Sponsorship Policy (Tentative)	Ryan Daly/Katie Herzog
15	AB xxxx: Check-in on Community Conversations Series	Jessi Bon/Robin Li
EXECUTIVE SESSION		

APRIL 21, 2022 (SPECIAL MEETING) 5:00 PM		DD	FN	CA	Clerk	CM
ABSENCES:						
JOINT MEETING WITH MERCER ISLAND SCHOOL BOARD						

MAY 3, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		4/22	4/25	4/25	4/26	4/26
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Affordable Housing Week, Proclamation No. xxx				Mayor Nice/Andrea Larson/Alison Van Gorp	
--	AB xxxx: 77th Ave SE & Sunset Hwy Intersection Improvements Bid Award				Jason Kintner/Lia Klein	
--	AB xxxx: Luther Burbank Park Tennis Courts – Budget amendment				Jason Kintner/Paul West	
--	AB xxxx: 2022 Arterial and Residential Street Overlays Bid Award				Jason Kintner/Clint Morris	
--	AB xxxx: Accept Easements for Stormwater Capital Projects				Jason Kintner/Patrick Yamashita/Fred Gu	
REGULAR BUSINESS						
45	AB xxxx: 2023-2028 Six-Year Transportation Improvement Program (TIP) Review (public hearing)				Matt Mornick/Patrick Yamashita	
45	AB xxxx: Permit Types and Noticing Code Amendments (First Reading)				Jeff Thomas/Alison Van Gorp/Adam Zack	

15	AB xxxx: Healthy Youth Initiative Update	Ali Spietz/Tambi Cork
10	AB xxxx: PSRC General Assembly Voting Delegate	Mayor Nice/Andrea Larson
30	AB xxxx: ADA Transition Plan Adoption	Jason Kintner/Patrick Yamashita/Lia Klein
EXECUTIVE SESSION		

MAY 17, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		5/6	5/9	5/9	5/10	5/10
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: EMW 5400 to 6000 Blocks Water System Improvements Project Closeout				Jason Kintner/Rona Lin	
--	AB xxxx: 2020 Water System Improvements (SE 34th St & 78th Ave SE) Project Closeout				Jason Kintner/Rona Lin	
--	AB xxxx: 2021 Water System Improvements (82nd Ave SE & SE 24th St) Project Closeout				Jason Kintner/Rona Lin	
REGULAR BUSINESS						
30	AB xxxx: First Quarter 2022 Financial Status Update & 2021-2022 Budget Amendments				Matt Mornick/Ben Schumacher	
30	AB xxxx: Arts Council Presentation				Jason Kintner/Ryan Daly/Sarah Bluvass	
30	AB xxxx: Transportation Impact Fee Rate Update (First Reading) (Tentative)				Jeff Thomas/Alison Van Gorp	
30	AB xxxx: Parks Impact Fee Rate Update (First Reading) (Tentative)				Jeff Thomas/Alison Van Gorp	
EXECUTIVE SESSION						

JUNE 7, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		5/27	5/30	5/30	5/31	5/31
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
30	AB xxxx: ARCH Briefing (Tentative)				Jeff Thomas/Alison Van Gorp	
30	AB xxxx: Housing Needs Assessment Briefing (Tentative)				Jeff Thomas/Alison Van Gorp/Adam Zack	
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Transportation Impact Fee Rate Update (Second Reading)				Jeff Thomas/Alison Van Gorp	
--	AB xxxx: Parks Impact Fee Rate Update (Second Reading)				Jeff Thomas/Alison Van Gorp	
--	AB xxxx: Resolution Authorizing Grant Application(s) to RCO for Luther Burbank Park Waterfront improvements				Jason Kintner/Paul West	

--	AB xxxx: Water Meter Replacement Program Bid Award	Jason Kintner/Allen Hunt
REGULAR BUSINESS		
30	AB xxxx: 2022 Board & Commission Annual Appointments (Resolution No. xxxx)	Mayor Nice/Deputy Mayor Rosenbaum/Andrea Larson
45	AB xxxx: 2022 Community Survey Results (tentative)	Ali Spietz/Mason Luvera
15	AB xxxx: Adoption of 2023-2028 Six-Year Transportation Improvement Program (Public Hearing continued from May 3 Meeting and Adoption).	Jason Kintner/Patrick Yamashita
30	AB xxxx: Permit Types and Noticing Code Amendments (Second Reading)	Jeff Thomas/Alison Van Gorp/Adam Zack
EXECUTIVE SESSION		

JUNE 21, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		6/10	6/13	6/13	6/14	6/14
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
60	AB xxxx: YFS School-Based Programming Update			Ali Spietz/Tambi Cork		
SPECIAL BUSINESS						
CONSENT AGENDA						
--	Interlocal Agreement with MISD for School Mental Health Counselors			Ali Spietz/Tambi Cork		
REGULAR BUSINESS						
60	AB xxxx: Town Center Parking Study Presentation 2 (Check-in, potential review of Parking Supply and Demand Analysis; Tentative – July 19 as alternate)			Sarah Blugas/Jason Kintner/ Jeff Thomas/Ed Holmes		
45	AB xxxx: State Mandated Code Amendments (First Reading)			Jeff Thomas/Alison Van Gorp/Eileen Kieffer		
EXECUTIVE SESSION						

JULY 5, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		6/24	6/27	6/27	6/28	6/28
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Parks and Recreation Month, Proclamation No. xxx			Jason Kintner/Ryan Daly		
REGULAR BUSINESS						
30	AB xxxx: Aubrey Davis Trail Safety Improvements – 30% Design			Jason Kintner/Paul West		
EXECUTIVE SESSION						

JULY 19, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		7/8	7/11	7/11	7/12	7/12
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
REGULAR BUSINESS						
60	AB xxxx: Town Center Parking Study Presentation 2 (Check-in, potential review of Parking Supply and Demand Analysis; Tentative – June 21 as alternate)			Sarah Bluvas/Jason Kintner/ Jeff Thomas/Ed Holmes		
30	AB xxxx: State Mandated Code Amendments (Second Reading)			Jeff Thomas/Alison Van Gorp/Eileen Kieffer		
EXECUTIVE SESSION						

AUGUST 2, 2022 – LIKELY CANCELED		DD	FN	CA	Clerk	CM
ABSENCES:		7/22	7/25	7/25	7/26	7/26
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
REGULAR BUSINESS						
EXECUTIVE SESSION						

AUGUST 16, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		8/5	8/8	8/8	8/9	8/9
POTENTIALLY CANCELED						

SEPTEMBER 6, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		8/26	8/29	8/29	8/30	8/30
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						

30	AB xxxx: YFS Programs Update	Ali Spietz/Tambi Cork
SPECIAL BUSINESS		
CONSENT AGENDA		
--	AB xxxx: National Preparedness Month Proclamation, No. xxx	Mayor Nice/Jennifer Franklin
--	AB xxxx: National Recovery Month Proclamation, No. xxx	Mayor Nice/Tambi Cork/Derek Franklin
--	AB xxxx: Mayor's Day of Concern for the Hungry, Proclamation No. xxx	Mayor Nice/Andrea Larson
--	AB xxxx: Reservoir Tank Improvement Project (WU0103) Bid Award	Jason Kintner/Allen Hunter
--	AB xxxx: Basin 40 Inflow/Infiltration Project (SU0108) Bid Award	Jason Kintner/Clint Morris/Maya Giddings
--	AB xxxx: SCADA – Sewer Equipment Replacement (SU0113) Bid Award	Jason Kintner/Allen Hunter
REGULAR BUSINESS		
45	AB xxxx: Revenue Forecast and Second Quarter 2022 Financial Status Update	Matt Mornick
EXECUTIVE SESSION		

SEPTEMBER 20, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		9/9	9/12	9/12	9/13	9/13
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Peace Day on Mercer Island, Proclamation No. xxx			Mayor Nice/Andrea Larson		
REGULAR BUSINESS						
30	AB: xxxx: Climate Action Plan & General Sustainability Update			Jason Kintner/Ross Freeman		
30	AB xxxx: ARCH 2023 Budget and Work Plan			Jeff Thomas/Alison Van Gorp		
30	AB xxxx: 2021-2022 Work Plan Update			Jessi Bon		
EXECUTIVE SESSION						

OCTOBER 4, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		9/23	9/26	9/26	9/27	9/27
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						

SPECIAL BUSINESS		
CONSENT AGENDA		
--	AB xxxx: Domestic Violence Action Month Proclamation No. xxx	Mayor Nice/Tambi Cork/Derek Franklin
REGULAR BUSINESS		
60	AB xxxx: Receive the 2023-2024 Preliminary Budget	Matt Mornick
45	AB xxxx: Commerce on Public Property Code Amendments (Outdoor Dining Regs) – Ord. 22C-XX First Reading	Jeff Thomas/Sarah Bluvas
EXECUTIVE SESSION		

OCTOBER 18, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		10/7	10/10	10/10	10/11	10/11
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
REGULAR BUSINESS						
45	AB xxxx: Town Center Parking Study Presentation 3 (Draft Final Report – Tentative, Nov. 1 as alternate)			Sarah Bluvas/Jason Kintner/ Jeff Thomas/Ed Holmes		
60	AB xxxx: Public Hearing for the 2023-2024 Biennial Budget and Capital Improvement Program.			Matt Mornick		
EXECUTIVE SESSION						

NOVEMBER 1, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		10/21	10/24	10/24	10/25	10/25
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
60	Water System Plan Update			Jason Kintner/Patrick Yamashita/Rona Lin		
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Shop Small Month Proclamation No. xxx			Jeff Thomas/Sarah Bluvas		
--	AB xxxx: Sewer Pump Station 23 & 25 Generator Replacement (SU0109) Bid Award			Jason Kintner/Allen Hunter		

REGULAR BUSINESS		
45	AB xxxx: Town Center Parking Study Presentation 3 (Draft Final Report – Tentative, Oct. 18 as alternate)	Jeff Thomas/Sarah Bluvas/Jason Kintner/ Ed Holmes
60	AB xxxx: 2023-2024 Biennial Budget Workshop	Matt Mornick
30	Water System Plan Update Adoption	Jason Kintner/Patrick Yamashita/Rona Lin
EXECUTIVE SESSION		

NOVEMBER 15, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		11/4	11/7	11/7	11/8	11/8
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
REGULAR BUSINESS						
45	AB xxxx: Adoption of NORCOM and Utility Rate Resolutions; 2023 Property Tax Ordinances; and Second Public Hearing for the 2023-2024 Biennial Budget.			Matt Mornick		
30	AB xxxx: Third Quarter 2022 Financial Status Update & 2021-2022 Budget Amendments			Matt Mornick/Ben Schumacher		
45	AB: xxxx: Climate Action Plan Final Draft Review			Jason Kintner/Ross Freeman		
60	AB xxxx: 2023 Docket of Code and Comprehensive Plan Amendments			Jeff Thomas/Alison Van Gorp/Adam Zack		
30	AB xxxx: Commerce on Public Property Code Amendments (Outdoor Dining Regs) – Ord. No. 22C-XX Second Reading and Adoption			Jeff Thomas/Sarah Bluvas		
EXECUTIVE SESSION						

DECEMBER 6, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		11/23	11/28	11/28	11/29	11/29
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB: xxxx: Lincoln Landing Project Closeout			Jason Kintner/Paul West		
--	AB: xxxx: Aubrey Davis Trail Safety Improvements Bid Award			Jason Kintner/Paul West		
--	AB: xxxx: Reservoir Generator Replacement Project (WU0119) Bid Award			Jason Kintner/Allen Hunter		

--	AB: xxxx: Phase 1 PRV Station Replacement Bid Award TENTATIVE	Jason Kintner
REGULAR BUSINESS		
10	AB: xxxx: Climate Action Plan Adoption	Jason Kintner/Ross Freeman
30	AB: xxxx Annual CPD Fee Resolution (consider putting on consent)	Jeff Thomas
45	AB xxxx: Town Center Parking Study Presentation (Accept Final Report, Resolution XX adopt recommendations / implementation strategy)	Sarah Bluvas/Jason Kintner/ Jeff Thomas/Ed Holmes
15	AB xxxx: Adoption of the 2023-2024 Biennial Budget	Matt Mornick
EXECUTIVE SESSION		

DECEMBER 20, 2022	DD	FN	CA	Clerk	CM
ABSENCES:	12/9	12/12	12/12	12/13	12/13
POTENTIALLY CANCELED					

Council/City Manager:

- Legislative Agenda (Q3 & Q4)
- City Council Annual Planning Session (Q2)
- Adoption of City Council Priorities (Q2)
- City Council Mid-Year Planning Session (Q2)
- Sustainability Update (Q1 & Q3)
- Boards & Commissions Annual Appointments (Q2)

Community Planning and Development:

- ARCH Budget and Work Program (Q4)
- ARCH Trust Fund Recommendations (Q4)
- Comprehensive Plan Amendments (Q4)
- Comprehensive Plan and Code Amendment Docket (Q4)
- Development Fee Resolution (Q4)

Finance/Budget:

- Every Year:
 - General Fund & REET Surplus Disposition (Q2)
 - 4th Quarter Financial Status Report & Budget Adjustments (Q2)
 - 1st Quarter Financial Status Report & Budget Adjustments (Q2)
 - 2nd Quarter Financial Status Report & Budget Adjustments (Q3)
 - 3rd Quarter Financial Status Report & Budget Adjustments (Q4)
- Odd Years:
 - Mid-Biennial Budget Review (3rd Quarter Financial Status Report & Budget Adjustments, Utility Rates, and Property Tax Levy) (Nov Mtg)
- Even Years:
 - Capital Improvement Program (CIP) Budget Kick-Off (2nd Mar Mtg)
 - Operating Budget Kick-Off (Mid-Year PS)
 - Proposed Budget: Presentation & Distribution (1st Oct Mtg)
 - Proposed Budget: Operating Budget Review (2nd Oct Mtg)
 - Proposed Budget: Capital Improvement Program Review (1st Nov Mtg)
 - Proposed Budget: Finalize Changes & Adopt Tax Ordinances and Fee Resolutions (2nd Nov Mtg)
 - Final Budget Adoption (1st Dec Mtg)

Human Resources:

- Police & Police Support Collective Bargaining Agreements
- Fire Collective Bargaining Agreement
- AFSCME Collective Bargaining Agreement

Parks & Recreation:

- Open Space Conservancy Trust Board Annual Report and Work Plan (Q2)
- Open Space Vegetation Management Report (Q2, every other year)

Public Works:

- Bid Awards & Project Close-Outs
- Public Hearing: Preview of 6-Year Transportation Improvement Program (Early Q2)
- Adoption of 6-Year Transportation Improvement Program (Late Q2)

Youth & Family Services:

- Interlocal Agreement with MISD for School Mental Health Counselors (Q3)

Proclamations:

- Sexual Assault Awareness Month (1st Apr)
- Affordable Housing Week (1st May)
- Parks and Recreation Month (1st Jul)
- National Recovery Month (1st Sep)
- National Preparedness Month (1st Sep)
- Mayor’s Day of Concern for the Hungry (1st Sep)
- Peace Day on Mercer Island (September 18)
- Domestic Violence Action Month (1st Oct)
- Shop Small Month (1st Nov)



City of Mercer Island

2023-2024 Work Plan Proposals

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
Part 1						
1	Legislative Strategy and Contract for Lobbyist	City Council	Legislative	<p>Develop a plan for engaging effectively with the state legislature.</p> <p>Evaluate need for a lobbyist or shared lobbyist. Develop a strategy in preparation for the next legislative session.</p>	Councilmember Reynolds & Councilmember Weinberg	<p>The City Manager is bringing forward a recommendation to conduct an RFP process and appropriate funds for a lobbyist in Q2 2022. This item is being advanced by the City Manager given the workload impact on the City Council and the staff during the recent legislative session.</p> <p>If approved in 2022, funds will be included in the 2023-2024 biennium to support an ongoing lobbyist contract.</p>
2	Establish a high school-city council liaison position for a student.	City Council	Legislative	<p>Designate one high school student to attend council meetings to provide student perspective and report back to school.</p> <p>Partially fill gap in youth perspective. Provide development opportunities for Island youth. This may include serving B&C meetings as well.</p>	Councilmember Reynolds	<p>If a majority of the City Council supports this recommendation, staff will need additional information on this work item to determine whether or not a budget proposal is required.</p>
3	Land Acknowledgements and Native Language Signage	City Council	Legislative	<p>Adopt land acknowledgements for City Council meetings and consider other supporting actions including signage in parks in native language(s).</p> <p>Works towards a more inclusive community.</p>	Councilmember Reynolds	<p>If a majority of the City Council supports this recommendation, staff will need additional information on this work item to determine whether or not a budget proposal is required. Signage in parks, for example, will have a budget impact.</p> <p>Alternatively, the City Council may identify this as a work item for further review and study so that the alternatives may be considered more fully before recommending an action.</p>

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
4	Establish DEI Goals for City Workforce	City Council/ City Manager	Diversity, Equity & Inclusion	Establish an "as-is" assessment and "to-be" goals for diversity, equity, and inclusion within the city workforce. Then define a road map for getting from the as-is to the to-be.	Councilmember Weinberg	Staff are unclear about the proposed deliverable of this work item. If a majority of the City Council supports this work item, staff will need additional information to analyze the resource needs and prepare a budget proposal. Also need to evaluate if this item is City Council policy or Administrative policy.
5	Equity Officer Position	City Council/ City Manager	Diversity, Equity & Inclusion	Fund and staff a position to build a diversity, equity, and inclusion plan for the city.	Councilmember Weinberg	If a majority of the City Council supports this recommendation, staff will need additional information on this proposed position and the anticipated work program to prepare a 2023-2024 budget proposal.
6	Establish a Special Revenue Fund	Finance	Planning	<p>Most Community Planning and Development Department (CPD) services are paid for by a fee. This clear nexus between revenues paying for corresponding services creates an opportunity to establish a Special Revenue Fund by Q4 2024.</p> <p>This Fund will account for all CPD-related revenues and then pay for most CPD-related services, thereby minimizing CPD revenue needs from the General Fund. Also provides an opportunity for better tracking of CPD revenues in relation to the cost for services establishes a CPD operating reserve to account for permitting cycles.</p>	Staff	Creation of a Special Revenue Fund is an inter-departmental effort between Finance and CPD that requires significant initial administrative work to create the Fund with adjustments overtime. This work plan item aligns with and is dependent upon the replacement of the City's Financial Management System, which requires updating the City's chart of accounts.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
7	Develop an Affordable Housing Strategy	Planning	Housing	<p>Develop a plan to facilitate creation of a full spectrum of housing to serve current and prospective slanders in all career stages from diverse backgrounds.</p> <p>The scope may include ARCH contribution, support of local homeless shelters, MFTE, other incentives for affordable housing creation, ADU policies, single family zoning policy.</p> <p>Potential outcomes include more affordable housing and a greater variety of housing stock to facilitate diversity, aging in place, and return of children to the Island.</p>	Councilmember Reynolds	<p>The 2024 Comprehensive Plan Update (currently underway) will include completion of a Housing Needs Assessment (data), which will inform the update to the Housing Element (plan).</p> <p>Staff recommends a Housing Strategy (action) follow the adoption of the Comprehensive Plan in 2024 or later. If a majority of the City Council support this item, full or partial funding for this project could be included in a 2023-2024 budget proposal. Alternatively, this work item could be deferred for funding considerations to 2025.</p>
8	Enact an Empty House Tax	Planning	Housing	<p>Vancouver-style ordinance: https://vancouver.ca/home-property-development/empty-homes-tax.aspx</p> <p>Potentially results in Increased revenue. More available housing stock.</p>	Councilmember Reynolds	<p>This is a proposal for a new tax, and research is needed to determine if the City has the constitutional or statutory authority to impose it.</p> <p>If this item is supported by a majority of the City Council, the 2023-2024 budget proposal will include resources for implementation and enforcement.</p>
9	Require Full and Fair Acceptance of Section 8 Vouchers from Prospective Renters	Planning	Housing	<p>When the owner of a multi-family building has an income-to-rent ratio requirement of prospective renters, and when a prospective renter has a section 8 voucher, the amount of that voucher must be subtracted from the denominator of the income-to-rent ratio, not added to the numerator.</p>	Councilmember Weinberg	<p>If a majority of the City Council supports this work item, staff will prepare a 2023-2024 budget proposal for the policy work, the implementation, and the enforcement.</p> <p>The 2024 Comprehensive Plan Update (currently underway) will include completion of a Housing Needs Assessment (data), which will inform the update to the Housing Element (plan). Staff preference is to incorporate housing policy considerations into the current Comprehensive Planning work as opposed to tackling these policies individually.</p>

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
10	Establish a Town Center CPD Liaison	Planning	Town Center	Establish a Town Center CPD Liaison that allows for enhanced customer service for retail/restaurant business in Town Center.	Mayor Nice	<p>If a majority of the City Council supports this recommendation, staff will need additional information on this proposed position and the anticipated work program to prepare a 2023-2024 budget proposal.</p> <p>The City currently employs a 1.0 LTE Economic Development Coordinator. This position will be reviewed as part of the 2023-2024 budget process.</p>
11	Revisit Town Center Parking Enforcement (ALPR) in Alignment with Outcomes from the Parking Study	Planning	Town Center	Revisit parking enforcement strategies in the Town Center.	Mayor Nice	The Town Center Parking Study is underway and anticipated to be complete in 2022. The Parking Study is likely to recommend enforcement strategies. The staff recommendation is to reserve capacity in the work plan for implementation of Parking Study recommendations (policies, enforcement, equipment needs, etc.)
12	Implement Town Center On-Street Parking on 77th and 80th	Planning	Town Center	Evaluate On-Street Parking opportunities on 77th and 80th. This proposal, if it moves forward, will ultimately result in a new capital project, but it is categorized as "Town Center" to align the related items on the spreadsheet.	Mayor Nice	The Town Center Parking Study is underway and anticipated to be complete in 2022. The Parking Study is likely to recommend opportunities for additional on-street parking. If a majority of the City Council supports this item, it may make sense to set aside "placeholder" funds for design and construction as part of the 2023-2024 CIP. The implementation timing will ultimately depend on the final scope of work given the volume of capital projects anticipated in the next biennium.
13	Town Center Curb Management	Planning	Town Center	Consider drop-off and pick up zones, very short term parking (take-out), and other opportunities to meet business and transportation needs.	Mayor Nice	The Town Center Parking Study is underway and anticipated to be complete in 2022. The Parking Study is likely to recommend opportunities for curbside management and activation. The staff recommendation is to reserve capacity in the work plan for implementation of Parking Study recommendations (policies, enforcement, equipment needs, etc.)

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
14	Restoration of I-90 ICW SOV access to WB I-90 HOV to reduce Town Center Traffic following loss of access to center roadway	Planning	Town Center	The 1976 Memorandum Agreement provided for the construction of 2-lane Center Roadway on I-90 for transit use, high-occupancy vehicles "HOV", and also for traffic that had Mercer Island as its origin or designation, including single occupancy vehicles "SOV". In June 2017, Sound Transit and WSDOT closed the Center Roadway and opened two-way HOV Lanes to begin construction of the East Link Project on Mercer Island, eliminating the use by SOV's per the 1976 Agreement. This project will look at alternatives to restore loss of I-90 access following the closure of the center roadway.	Mayor Nice	If the majority of the City Council supports this work item, it may make sense to add "federal lobbying" to the scope of work in the RFP for a lobbyist. Much of the focus for this work item requires engagement with a variety of parties at the federal level.
15	SE 27th St Traffic Calming and On-Street Parking	Planning	Town Center	Evaluate traffic calming strategies for SE 27th Street and explore the potential to add on-street Parking. This proposal, if it moves forward, will ultimately result in new capital projects, but it is categorized as "Town Center" to align the related items on the spreadsheet.	Mayor Nice	<p>The Town Center Parking Study is underway and anticipated to be complete in 2022. The Parking Study is likely to recommend opportunities for additional on-street parking.</p> <p>If a majority of the City Council supports this item, a "placeholder" for funding design and construction should be included as part of the 2023-2024 CIP. The implementation timing will ultimately depend on the final scope of work given the volume of capital projects anticipated in the next biennium. Analysis of potential impacts to traffic flow on this primary east-west street through the town center should be evaluated prior to implementation.</p>

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
16	Town Center removal of “big bend” replace with parking or park	Planning	Town Center	<p>This project will include an assessment of 76th Ave SE and SE 27th Street for a potential roadway realignment. The portion of the roadways under consideration run in front of Mioposto, the Boyd Building, and Starbucks in a "triangle configuration."</p> <p>This proposal, if it moves forward, will ultimately result in a new capital project, but it is categorized as "Town Center" to align the related items on the spreadsheet.</p>	Mayor Nice	If the majority of the City Council supports this work item, the first phase will likely include an initial assessment to understand the "potential opportunities" and impacts of a roadway realignment. Safety and feasibility need to be evaluated. A community engagement process is also recommended as part of a capital project.
17	Ban Personal Fireworks	Public Safety	Fire	Implement a year-round ban on personal use of fireworks. Results in a quieter and safer community.	Councilmember Reynolds	If a majority of the City Council supports this work item, staff will prepare a budget proposal that to address the policy work, implementation, and enforcement.
18	Forest Fire Certification	Public Safety	Fire	With Mercer Island's higher than average tree canopy and with our summers getting hotter and dryer, we need to get enough of our Fire Department personnel "red card" certified in fighting forest fires that we can always have at least one person forest fire certified on every shift.	Councilmember Weinberg	<p>If a majority of the City Council supports this initiative, the 2023-2024 budget proposal will include resources needed to bargain the impacts and overtime for training. Staff are supportive of continuing current practices and making this a voluntary program only.</p> <p>Mercer Island Fire currently has three members that are Red Card certified and deployed as COVID-19 specialists for the first time last year.</p> <p>Mercer Island is also surrounded by Wildland trained agencies that will respond to us through an auto aid or mutual aid agreement.</p>
19	Establish a Town Center Police Precinct Volunteer Program	Public Safety	Police	This includes establishment of a Town Center Police Precinct Volunteer Program that includes uniforms and equipment for desk volunteers.	Mayor Nice	If the majority of the City Council supports this work item, staff will undertake an analysis of the resources needed to expand volunteer programs and prepare a 2023-2024 budget proposal.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
20	School Zone Cameras	Public Safety	Police	Stationary cameras in school zones. Research vendor options. Develop timeline and policies. Coordinate with vendor, IT and the court. Increase safety in school zones by implementing speed reduction program.	Staff	If a majority of the City Council supports this work item, staff will prepare a budget proposal that addresses the policy work, implementation, and staffing needs. This program will also include a financial analysis given that revenue is derived from these program and may be used to offset operating costs.
21	Body Worn Cameras	Public Safety	Police	Video cameras affixed to patrol officers' uniforms. Research vendor options. Analyze technology costs and personnel costs associated with anticipated increase in public records requests. Develop timeline and policies. Consider community involvement. Consider a new City ordinance as per RCW 10.109.020. Increase transparency, document interactions, record statements and evidence, and deter illegal / inappropriate behaviors.	Staff	If a majority of the City Council supports this work item, staff will prepare a budget proposal that addresses the policy work, implementation, and staffing needs.
22	Complete the North-South Bike Corridor	Public Works	Capital Projects	Safe route for bikers on the full spine of the Island. Safe and practical bicycle commute access for workers and students.	Councilmember Reynolds & Councilmember Weinberg	Based on the results of the ICW Corridor Safety Analysis, staff will a TIP project in the 2023-2024 biennium. The project scope likely entails widening of the east side trail as the bike route for the corridor. If a majority of the City Council concurs with this approach, staff anticipate including feasibility/design in the 2023 TIP followed by construction in a later year. Additional ICW Safety Corridor improvements (such as performing a lighting assessment) are also going to be included in the 2023-2024 TIP.
23	Survey the Sewer Lake Line	Public Works	Capital Projects	Complete a survey of the lake sewer line to assess the areas of greatest risk and greatest priority for modernization.	Councilmember Weinberg	This project is currently in the draft CIP for 2025-2027. Staff does not recommend accelerating this project due to workload and other higher priority utility projects.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
24	Comprehensive Facility Assessment for City Hall, the Maintenance Building, and Luther Burbank Admin Building	Public Works	Facilities	<p>A number of City facilities are aging and need to be evaluated for replacement or repair.</p> <p>Capacity to house a future electric fleet is also a top priority.</p> <p>Potential partnerships and co-location opportunities with MISD should also be evaluated.</p>	Councilmember Reynolds & City Manager Bon	<p>This is comprehensive facility assessment is one of the highest priorities identified by staff. Significant facility reinvestment needs are on the immediate horizon (2023-2024 CIP) and should be evaluated in comparison with long-term facility remodel/relocation alternatives.</p> <p>If the City Council supports this work item, staff will prepare a budget proposal for 2023-2024 and recommends this work commence as early as possible in the biennium.</p>
25	Prioritize Contracting with Women- and Minority-Owned Businesses	Public Works	Policy	Where a sufficient number of potential bidders exists among firms owned by women and people of color, city projects should first be put out for bids from such firms. If no competitive bids from qualified applicants are received or if an insufficient number of potential bidders exist for a project, the project will be opened to bids from all applicants.	Councilmember Weinberg	If a majority of the City Council supports this work item, the staff will prepare a 2023-2024 budget proposal for development and implementation of the policy.
26	20-year Water and Sewer Plan Review & Update	Public Works	Utilities	Develop a 20-year plan for the maintenance and modernization of the city's water and sewer infrastructure.	Councilmember Weinberg	<p>20 year plans for the utilities already exist. The Water System Plan was last updated in 2015 and the General Sewer Plan in 2018.</p> <p>Staff will include a budget proposal in 2023-2024 to begin work on the update to the Water System Plan (per DOH frequency requirements).</p> <p>The Sewer Plan update is tentatively scheduled to begin in 2027. Staff do not recommend accelerating this planning work.</p>
27	Parks Levy Renewal	Public Works/ Parks & Recreation	Funding	Parks operations levy renewal	Councilmember Reynolds	This item is already on the 2022 work plan. Conversations with the City Council will commence in late Q2/early Q3 2022. The current parks levy expires at the end of 2023.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
28	Parks Capital Levy in Support of PROS Plan	Public Works/ Parks & Recreation	Funding	Parks capital levy in support of PROS plan Full implementation of PROS plan. Parks for the next generation.	Councilmember Reynolds	See previous. The City Council will begin discussing the parks levy renewal in late Q2/early Q3 2022. The City Council may include a discussion of expanding the levy scope or a companion capital bond measure (or alternative) at that time.
29	Park Land Donation Program	Public Works/ Parks & Recreation	Funding	A program to support parkland donation should be developed to support the City's property acquisition goals. Gift deeds or bequests from philanthropic-minded landowners could allow for lands to come into City ownership upon the owner's death or as a tax-deductible charitable donation. The City should develop policies to facilitate such donations efficiently. The recently adopted 2022 PROS Plan included the following goals: Prepare a Parks Property Acquisition Strategy to meet the future parks, trails, open space, and facility needs of the Mercer Island community. Include guiding factors such as level of service standards, connectivity, geographic distribution, preservation, and recreation needs. Develop policies to support donation and gifting of land.	Mayor Nice	Development of a Land Acquisition Strategy was identified in the PROS Plan. Staff recommend completing this planning project first, to inform future donations with the policy development to follow. If a majority of the City Council supports this work item, staff will prepare a budget proposal to reflect the planning and implementation work.
30	Early Action GHG-Reduction Initiatives & Programs from the City's CAP	Sustainability		The City's first Climate Action Plan will be completed in Dec 2022 and will contain a slate of actions recommended to reduce the City's and the Community's climate footprint. These actions will be ranked according to factors such as ROI, Community Support, Feasibility, etc.; some actions will be flagged as top priority early actions for 2023 and will need additional funding sources.	Staff	The staff recommendation is to reserve capacity in the 2023-2024 work plan to commence work on Climate Action Plan recommendations (policies, programs, etc.) Primary budget/resource concern is related to the staff capacity in CPD. If the recommendations result in code amendments, etc. we will need to consider additional staff resources or defer the work to the next biennium.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
31	Require Electric or Renewable Energy HVAC and Water Heaters in New Multi-Family Construction and Commercial Buildings	Sustainability		In order to make significant progress this year towards our goal of 50% GHG reduction by 2030, all applications to build new or significantly remodeled commercial and multi-family structures on the island need to use either electricity or a renewable energy source for the systems they use for the building's heating, ventilation, air conditioning, and hot water tanks.	Councilmember Weinberg & Councilmember Reynolds	<p>The City is currently underway with a Climate Action Plan that is anticipated to be completed by the end of 2022.</p> <p>The staff recommendation is to reserve capacity in the 2023-2024 work plan to commence work on Climate Action Plan recommendations (policies, programs, etc.)</p> <p>These work items may result in additional staffing needs given the anticipated workload in CPD for the next biennium.</p>
32	Require Electric Vehicle Chargers in all Remodels and New Construction	Sustainability		In order to make significant progress this year towards our goal of 50% GHG reduction by 2030, all new or significantly remodeled residential or commercial structures on the island need to have electric vehicle chargers ready for use in 10% of their parking spaces, rounding up to the next whole number of parking spaces. In addition, the structure must have the necessary capacity in its transformer room to support electric vehicle chargers in a total of 20% of its parking spaces, rounding up.	Councilmember Weinberg	<p>The City is currently underway with a Climate Action Plan that is anticipated to be completed by the end of 2022.</p> <p>The staff recommendation is to reserve capacity in the 2023-2024 work plan to commence work on Climate Action Plan recommendations (policies, programs, etc.)</p> <p>These work items may result in additional staffing needs given the anticipated workload in CPD for the next biennium.</p>
33	Require that Leaf Blowers be Electric	Sustainability		As over 100 cities in 15 states have already done, in order to make progress this year towards our goal of 50% GHG reduction by 2030, and in order to make a significant improvement to islanders' quality of life each fall, all leaf blowers need to be electric powered and must have a manufacturer's label indicating they emit 65 or fewer decibels of sound at a distance of 50 feet.	Councilmember Weinberg & Councilmember Reynolds	<p>The City is currently underway with a Climate Action Plan that is anticipated to be completed by the end of 2022.</p> <p>The staff recommendation is to reserve capacity in the 2023-2024 work plan to commence work on Climate Action Plan recommendations (policies, programs, etc.)</p> <p>These work items may result in additional staffing needs given the anticipated workload in CPD for the next biennium.</p>

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
34	Expand Heat Pump Installation Pilot Program	Sustainability		<p>This summer, the City hopes to launch a Heat Pump Installation Program, helping residents to replace old/inefficient heating systems with highly-efficient heat pump technology, which also offers affordable home cooling as an added benefit (see Boulder, CO, campaign example).</p> <p>In partnership with 4 other Eastside cities (Bellevue, Redmond, Kirkland, Issaquah) this campaign will run similar to a Solarize campaign, where education, pre-selected installers, and small group discounts are part of the offering. In 2023, MI and project partners intend to scale up the program, engage more residents, and offer additional subsidies for qualified lower-income participants.</p>	Staff	If a majority of the City Council supports this work item, the staff will prepare a budget proposal to continue this program in 2023-2024.
35	First/Last-Mile Transportation Initiatives	Sustainability		<p>Light rail to Mercer Island is slated to open as early as summer 2023, and new MI riders will be seeking alternative methods to travel to/from the station area, in order to avoid driving and parking a personal automobile. The City is scoping new shared mobility pilots (e.g. bikeshare, etc.) to offer low-carbon options.</p>	Staff	If a majority of the City Council supports this work item, the staff will prepare a budget proposal to resume work on these initiatives in 2023-2024. Sound Transit Settlement Funds may be used for these projects.
36	Expand Curbside/Doorstep Recycling Options	Sustainability		<p>In the spring of 2022, the City ran a successful pilot to collect “difficult-to-recycle” items from the doorstep of participating households. Over 420 addresses set out Styrofoam for free collection, indicating that other materials may also be suitable for this business model, using a third party recycler.</p>	Staff	If a majority of the City Council supports this work item, the staff will prepare a budget proposal to continue offering and potentially expand this program in 2023-2024.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
37	Define a Sustainable Funding Plan for YFS Operations	Youth & Family Services	Funding	<p>Develop a structure of segregation of YFS funding to ensure reliable program support that is not dependent on Thrift Shop sales and (to the extent practical) the whim of the Council.</p> <p>Possible levy or other means of funding reliability. Community engagement to determine what YFS services are valued. Develop long-term forecast for funding costs. Work with Foundation to determine their target level of support and develop a related MOU.</p>	Councilmember Reynolds	<p>With adoption of new financial management policies in September 2021, the City Council established an operating reserve to support YFS services during emergencies or periods of economic duress.</p> <p>In addition, a Funding Agreement with the MIYFS Foundation is currently underway to establish donation levels for a 4 year period.</p> <p>If a majority of the City Council supports addition work on this matter, staff would appreciate clarify on the anticipated scope to aid in the development of a 2023-2024 budget proposal.</p>
38	Restore the YFS Programs Assistant position to full time (0.5 FTE)	Youth & Family Services	Funding	<p>Restoring the 0.5 FTE Programs Assistant will allow YFS staff to meet the administrative and program support needs of the Emergency Assistance, Community-Based Counseling, and Senior Support programs, all of which are facing increased demand and reduced resources.</p> <p>Program support efforts include coordinating the financial workflow of emergency fiscal supports for income qualified households and senior clients related to rent, food, and other efforts to help resolve short-term financial crises.</p>	Deputy Mayor Rosenbaum	<p>Council previously discussed this item in June 2021 (AB 5890).</p> <p>In May 2020, the 1.0 FTE YFS Administrative Assistant position was eliminated due to the COVID-19 pandemic.</p> <p>In September 2020, a 0.5 FTE YFS Programs Assistant position was reinstated.</p> <p>In October 2021, MIYFS Foundation donations were used to restore the FTE YFS Programs Assistant to full-time through December 31, 2022.</p> <p>If a majority of the City Council supports this recommendation, staff will prepare a 2023-2024 budget proposal.</p>

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
39	Restore the second Middle School Mental Health Counselor (0.83 FTE)	Youth & Family Services	Funding	Current Islander Middle School enrollment exceeds the capacity of one YFS Counselor; restoring the second YFS Counselor position will increase capacity and align with enrollment figures and allow the YFS school-based team to better meet the mental health demands of this age group. Middle school students continue to demonstrate need for intervention with 20.5% of 8th graders reporting clinically significant signs of depression and 14.4% of 8th graders (13.7% of 6th graders) reporting having seriously considered attempting suicide (2018 Healthy Youth Survey data).	Deputy Mayor Rosenbaum	<p>Council previously discussed this item in June 2021 (AB 5890).</p> <p>In 2000, a second counselor was added to Islander Middle School as the school population was growing.</p> <p>In 2017, the position was eliminated due to lack of funding.</p> <p>The MIYFS Foundation has indicated that they would like to fund this position through the 2025-2026 school year. Staff are working on a Funding Agreement to memorialize this donation. This item is anticipated to come before the City Council in Q2 2022. A 2023-2024 budget proposal is not needed.</p>
40	Restore an Individual, Family, and Geriatric Counselor (1.0 FTE)	Youth & Family Services	Funding	Restoring the Individual, Family, and Geriatric Counselor Position (1.0 FTE) will increase capacity for responding to senior-specific mental health care and support, including grief/loss groups. In addition, this position will provide additional capacity for outreach and collaboration with the City's first responders and MIH program.	Deputy Mayor Rosenbaum	<p>Council previously discussed this item in June 2021 (AB 5890).</p> <p>The Geriatric Specialist position was reduced by 50% (from 1.0 FTE to 0.5 FTE) as part of the 2019 budget reductions.</p> <p>In 2020, the community-based counseling program was reduced from 1.9 FTE to 1.1 FTE due to the COVID-19 pandemic.</p> <p>This position could be funded by the MIYFS Foundation. Alternatively, staff could prepare a 2023-2024 budget proposal with majority Council direction. This item is anticipated to come before the City Council in Q2 2022.</p>

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
41	Form a YFS-Police-Fire Interdepartmental Team	Youth & Family Services	Programs	<p>Establish a 3-member team including representatives from YFS, Police, and Fire to form a plan and processes for how the departments will collaborate in support of residents' mental health and in assistance of people experiencing homelessness.</p> <p>Integrated solutions to matters that are not adequately addressed by, and may be aggregated by, solely police or fire response.</p>	Councilmember Reynolds & Councilmember Weinberg	<p>Fire and YFS are implementing a joint Mobile Integrated Healthcare (MIH) response plan funded by the King County EMS Levy. Upon completion of bargaining the impacts with the Fire Union, staff will present the program to the Council. This program will allow fire personnel to refer those experiencing mental health issues and other social/behavioral condition to a trained social worker employed at YFS. Follow up visits will be conducted by a joint team of YFS and Fire personnel.</p> <p>Police and YFS have entered into agreements with The Sophia Way and Congregation for the Homeless shelters to respond to requests from City personnel to engage with and address the needs of men, women, and families experiencing homelessness in the Mercer Island community.</p>
42	Focus on carry over work plan items from 2022 into 2023-2024			<p>As for the work plan, it seems as though much of what is on the current plan will carry over into 2023. We will have another opportunity in perhaps as little as 10 months from now to look at the midterm work plan priorities. So, given how busy everyone is and has been I do not recommend adding anything to the 2023-2024 work plan at this time.</p>	Councilmember Anderl	

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
43	Focus on carry over work plan items from 2022 into 2023-2024			To the extent we are going to talk about the 2023-2024 work plan, I suggest we simple roll over items not accomplished by the end of 2022 and/or revise them or delete them as opposed to adding any new items at this point. We probably won't know until late fall what remains to be done from our work plan; although it would appear than many items will remain to be accomplished. It is also likely that items not currently known requiring priority will arise next year; see e.g. the Covid 19 pandemic and its variants. In short, no rest for the wicked (city councilmembers).	Councilmember Jacobson	

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
Part 2						
Ongoing Projects: These projects are included for reference only and represent projects that were started in 2022 and will continue into the 2023-2024 biennium. This list is not inclusive of all projects or work items that will rollover, but does include the most significant work items.						
44	Prepare for the opening of the Sound Transit Light Rail Station in 2023.	City Manager's Office, City Attorney's Office, Fire, Police, Public Works		<p>Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.</p> <p>Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents.</p> <p>Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023.</p> <p>Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023.</p> <p>Prepare for the new light rail station, to include police response protocols and pedestrian and vehicles safety considerations.</p>	Staff	This work is ongoing through the 2023-2024 biennium.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
45	Major Comprehensive Plan Update	Community Planning & Development	Planning	<p>Work on the Comprehensive Plan Update commenced in 2022. The 26-month process includes public engagement, Planning Commission review, and City Council adoption by Q2 2024.</p> <p>Included in this update will be a new Economic Development Element and a substantial update to the Housing Element. The PROS Plan will be referenced to the Comprehensive Plan through this update process as well.</p>	Staff	This work is ongoing through the 2023-2024 biennium.
46	Business Code Zone Amendment	Community Planning & Development	Planning	A code amendment has been proposed to allow schools in the business zone. Staff will work with Planning Commission and City Council to consider/review this proposal. Standard code amendment process (public engagement, environmental reviews, etc.) will be followed. The City Council approved this in December 2021 as part of the docket process.	Staff	This work is anticipated to commence at the end of 2022 and will carryover to 2023.
47	Develop Improved Capital Program Data	Finance	Capital Projects	Support broader use of the City's asset management system Cityworks among external service departments. Identify opportunities to interface financial management system data with asset management system for enhanced capital reinvestment and replacements data. Utilize the data to confirm the prioritization and replacement schedule for infrastructure.	Staff	This work is ongoing through the 2023-2024 biennium.
48	Implement New Financial Management Software System	Finance		<p>Continue to implement the new financial management software system. This entails grouping software system modules that power core business processes being phased into production while progressively going live with additional ancillary modules as the implementation progresses.</p> <p>Completion date for core financials is Q4 2023, with the entire financial management software system going live in Q2 2025.</p>	Staff	This work is ongoing through the 2023-2024 biennium.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
49	Staff Training on New Financial Management Software System	Finance		<p>Ensure that staff is properly trained leading up to go-live dates for implementation of the new Financial Software System.</p> <p>This undertaking modernizes decades old workflows within the organization by training staff on the system to work more effectively and efficiently.</p>	Staff	This work is ongoing through the 2023-2024 biennium. Most of the staff teams in the City will be engaged in this training at some level.
50	Implement ARPA Programs and Projects as Approved by City Council	Finance		<p>Mercer Island has been allocated \$7.23 million in American Rescue Plan Act (ARPA) funds in response to the economic and public safety impacts of the COVID-19 pandemic. The City Council has committed the majority of the first half of the funding to projects which address deferred maintenance and the safety of public facilities, restoring programs or positions that provide important public services, and addressing infrastructure needs in the near future. The second transfer of funds is expected in June 2022, and will be under Council's consideration.</p>	Staff	This work is ongoing through the 2023-2024 biennium.
51	Collective Bargaining	Human Resources	Collective Bargaining	<p>Collective bargaining is a significant component of Human Resources work and places a demand on multiple teams across the City.</p>	Staff	This item is included in this list to reflect the ongoing resource commitments needed to support the collective bargaining needs of the City.
52	Athletic Interlocal with MISD	Public Works / Parks & Recreation	Capital Projects & Operations	<p>The current Interlocal Agreement "ILA" with MISD regarding the Use, Maintenance and improvements of Certain School District Fields needs to be updated to reflect anticipated construction activities and ongoing operational and capital resource needs.</p>	staff	Work is anticipated to begin in Q2 2022 and carry into 2023.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
53	Recreation Service Development and Implementation- Phase 3	Public Works / Parks & Recreation	Recreation Reset Strategy - Operations	<p>In alignment with services included in the Recreation Reset Plan, review/evaluate, develop, and implement:</p> <ul style="list-style-type: none"> • Senior Adult programming • Senior transportation (evaluate need) • Therapeutic/adaptive/specialized recreation services • Before and after school and school break programming • Preschool-aged youth programming • Adult beginner/intermediate programs • Human service-focused programs • Youth beginner/intermediate programs • Mixed age/family programs • Adult advanced/competitive programs • Youth advanced/competitive programs • Park asset and donation acceptance • Tournaments • Trips • Work study/internship/community service opportunities • Private/semi-private lessons, taught by City instructors/contractors 	Staff	The staff team is continuing to implement the programs and services identified in the Recreation Restart Strategy. This work will continue in 2023-2024 and the proposed budget will reflect these programming initiatives.
54	Policy Development for Recreation Programs and Services (Arts Council/Parks and Recreation Commission)	Public Works / Parks & Recreation	Recreation Reset Strategy - Policies	As established in the Recreation Reset Strategy, review/update/develop policies and procedures. To include: appropriate uses of park space (ex. commercial use, fitness classes, photoshoots, etc.); donation acceptance (benches, tables, trees etc.); park/asset naming and recognition; memorials and dedications; acceptance of works of art; temporary art installations and artistic events.	Staff	The staff team is continuing to implement the programs and services identified in the Recreation Restart Strategy. This work will continue in 2023-2024 and the proposed budget will reflect this policy work.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
Part 3						
2023-2024 Capital Projects: The staff are currently working on the proposed 2023-2024 CIP/TIP Project funding recommendation for City Council consideration in the fall of 2022. The list provided below identifies some, but not all, of the capital projects anticipated in the 2023-2024 biennium. This sample project list is included to provide context for the number and type of capital projects proposed in the next biennium.						
55	Meter Replacement Implementation	Public Works	Capital Project	<p>Carry out the island-wide meter replacement program with selected meter type/style and technology that best supports the City's goal of reducing water loss and effectively managing its water resources.</p> <p>The plan also involves the integration of the Advanced Metering Infrastructure (AMI) technology with the City's proposed SCADA system in support of future system analysis and operations.</p>	Staff	Contract award is anticipated in June 2022 with implementation to begin shortly thereafter. Half of the meters will be replaced in year one with the remaining in year two. Project completion is anticipated by Q1 2024.
56	Pressure Reducing Valve Station Replacements	Public Works	Capital Project	Ongoing program to systematically replace five pressure reducing valve (PRV) stations throughout the island each biennium. Most of these stations are below the City's current standards, with many in deteriorating states. There are a total of 85 PRV stations within City's water system.	Staff	Staff will be recommending a systematic approach by replacing the PRV's in "small packages" each biennium. Funding for the replacement of five (5) PRV stations will be proposed in the 2023-2024 CIP and will be reoccurring until all stations are replaced.
57	ADA Compliance Plan Implementation	Public Works	Capital Project	All public agencies are required to follow the Americans with Disabilities Act of 1990 (ADA) which requires that new and altered facilities be designed and constructed to be accessible to and usable by persons with disabilities. In some areas the city's existing pedestrian facilities do not meet regulatory requirements of the ADA. This project is an ongoing effort to prioritize, design and construct improvements to pedestrian facilities in compliance with ADA.	Staff	The adoption of the ADA Transition Plan (anticipated in 2022) will include recommended capital improvement projects. A number of these projects will be proposed for funding in 2023-2024. Staff endeavors to incorporate ADA projects into existing capital project work.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
58	South Mercer Turf Replacement and Ballfield Backstops Upgrade	Public Works	Capital Project	Replace three existing backstops on baseball fields with taller backstops that have larger poles to enable netting between fields. This will reduce foul ball contact with spectators. Replace turf portion of synthetic turf infields (originally installed in 2010) at three fields.	Staff	MISD is moving forward with a capital improvement project at this facility, with the intent to be under construction in Summer 2022. The City's CIP project at South Mercer was intended to be constructed in 2023. Staff are currently working to accelerate the City's portion of the project to 2022.
59	Asbestos Cement "AC" Water Mains Replacement Program	Public Works	Capital Project	The AC Replacement program reduces the potential catastrophic system failure, unexpected service disruptions, and large damage claims to the City. When the existing five miles of AC water mains, accounted for 4% of City's total water mains, are removed from the water system, the City will no longer be required to report the AC mains information to Washington State Department of Health.	Staff	A recent increase in pipe failures within this type of pipe has prioritized the City's replacement of the remaining AC pipe with ductile iron (DI) pipe. AC Pipe makes up less than 2% of the City's distribution system. Staff will be proposing a number of replacement projects as part of the 2023-2024 CIP.
60	First Hill Generator Replacement	Public Works	Infrastructure Improvements	Replace the 30 year old generator which serves as emergency back-up power for the First Hill booster pump station. This project will replace one of the oldest generators in the City's utility system that was unable to be replaced during the 2011 First Hill booster pump station upgrade.	Staff	The City Council approved and appropriated ARPA funds for the design of this generator replacement project. Design work is underway (2022) and construction is proposed in the 2023-2024 CIP.
61	Water Reservoir Improvements	Public Works	Infrastructure Improvements	Update both the south and north water reservoir tanks based on recommended improvements to protect the structural integrity and create a safer working environment. Such improvements include seal welding roof plates and rafters, replacing exterior ladders with spiral staircases, and adding a guardrail around the tank roof perimeter as well as relaminating interior linings and overcoating exteriors.	Staff	Design is underway. Construction is anticipated to begin on the South Tank in 2022 followed by the North Tank in 2023.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
62	Island Crest Way Corridor Improvements	Public Works	Transportation	To address safety needs on the Island Crest Way corridor (90th Ave SE to 68th Ave SE), several projects would be completed including a Lighting Study, Shared-Use Path Pre-Design, Crosswalk Improvements Project, Design Feasibility Study, and Tree Condition Assessment.	Staff	Staff will include a budget proposal for this project as part of the 2023-2024 TIP.
63	Luther Burbank Dock and Waterfront Project	Public Works/Parks & Recreation	Capital Project	<p>Replace and renovate existing docks. Replace both sections of the south pier with floating docks. Renovate north pier. Provide shoreline access at the cobble beach and provide paddlecraft launching on a low-freeboard floating dock. Renovate plaza, restrooms and associated amenities. Install new viewing platform/outdoor classroom on the roof of the restroom annex.</p> <p>Grant funding is expected to fund the majority of the capital needs of the project. This project is consistent with the 2006 Luther Burbank Park Master Plan.</p>	Staff	Council accepted the 30% design on March 1, 2022 and appropriated funding to complete the design. Work is underway and construction is anticipated in 2023-2024.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
64	Aubrey Davis Park Trail Safety Improvements Project	Public Works/Parks & Recreation	Capital Project	<p>This work conforms with and continues the effort started by the Aubrey Davis Park Master Plan. Scope of work contemplated in this project include traffic calming, placemaking and alternative routing of bicycles on the Lid Park portion of the Mountains to Sound Trail.</p> <p>Design is currently under development with guidance from the Parks and Recreation Commission and review authority of Washington State Department of Transportation. This work is almost entirely funded by a grant from the Washington State Department of Commerce as a direct appropriation from the state legislature.</p>	Staff	Project construction is anticipated in the 2023-2024 biennium.
65	Mercerdale Park Master Plan	Public Works/Parks & Recreation	Planning Project	<p>Develop a systematic, long-term plan for Mercerdale Park to be able to prioritize future operational and Capital decisions. Mercerdale Park was built out in the early 2000's before the current town center growth. Projected near term utility infrastructure replacement will significantly impact the park and a long-term plan is needed to help prioritize reinvestment and recreational amenities.</p>	Staff	<p>The Mercerdale Park Master Plan process was identified in the recently adopted 2023-2028 Parks CIP to commence in 2023. Staff will include a budget proposal as part of the 2023-2024 CIP.</p> <p>The urgency of this master plan is to identify park improvements that may be completed at the same time as the anticipated sewer replacement project. Recall that the sewer line running through Mercerdale Park (north to south) is in design now and scheduled for construction in the 2023-2024 biennium.</p>
66	Groveland and Clarke Joint Master Plan	Public Works/Parks & Recreation	Planning Project	<p>Conduct a joint master planning process for Groveland Beach Park and Clarke Beach Park to establish a long-term vision and a plan to address aging infrastructure at both parks.</p>	Staff	Council authorized work to begin on Joint Master Plan in 2022. Work is anticipated to begin in Q3 or Q4 2022 and carry into 2023.

No.	Title	Category	Sub-Category	Description, Scope & Outcomes	Submitted By	Staff Comments
67	MICEC Annex Facilities Assessment	Public Works/Parks & Recreation	Planning Project	Develop facilities assessment, policy, business model and long-range plan for the MICEC Annex Building. The building needs major renovation. It was intended to last only until 2009.	Staff	Council authorized work to begin on the Annex Facilities Plan and building conditions assessment in 2022. Work anticipated to begin in Q2 2022 and carry into 2023.



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND**

**AB 6045
March 26, 2022
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 6045: Review City Council Rules of Procedure	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Review proposed amendments to the City Council Rules of Procedure and provide direction.	

DEPARTMENT:	City Manager		
STAFF:	Ali Spietz, Chief of Administration Andrea Larson, City Clerk		
COUNCIL LIAISON:	n/a		
EXHIBITS:	1. DRAFT City Council Rules of Procedure		
CITY COUNCIL PRIORITY:	n/a		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

This agenda bill is to review the City Council Rules of Procedure and discuss any proposed amendments.

BACKGROUND

In 2004 (see [AB 3855](#)), the City Council adopted Rules of Procedure (“Rules”) in accordance with MICC 2.06.050(A), which reads, in part: “The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.” The Rules were most recently amended on May 18, 2021 (see [AB 5870](#)).

ISSUE/DISCUSSION

Each year, at the Planning Session the City Council has the opportunity to review the City Council Rules of Procedure and propose amendments. In addition, staff has compiled (throughout the year) possible amendments for the Council to consider during the annual review.

Exhibit 1 is a draft version of the Rules of Procedure containing staff proposed amendments. The majority of the amendments are small, grammatical edits. Staff is proposing the following substantive amendments:

- **Section 2.2 - Election of Mayor and Deputy Mayor**
 - Add language to allow nominees to accept or decline a nomination
 - Remove language requiring a 2/3 vote to close nominations
 - Amend language to have the City Clerk conduct elections for Deputy Mayor
- **Section 3.1 – General Meeting Guidelines, H. Roll Call Voting for Hybrid Meetings**
 - Add the following language regarding conducting roll call votes for hybrid meetings
“During hybrid meetings, City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor will ask the City Clerk to call the roll. The City Clerk calls the roll, and each Councilmember, as their name is called, answers "yes" or "no," or "abstain" if they do not wish to vote, and the Clerk notes the answers. If the vote count is not clear, the City Clerk reads the names of those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain,” and the Mayor announces the result.”
- **Section 3.2 – Types of Meetings, F. Hybrid Meetings**
 - Add the following language defining hybrid meetings
“Any meeting that has Councilmembers, staff, and the public attending remotely AND in-person is a hybrid meeting.”
- **Section 3.3 - Order of Regular City Council Meeting Agenda, B. Pledge of Allegiance**
 - Add the following language regarding who leads the Pledge of Allegiance
“The Mayor or a designated Councilmember will lead the Pledge of Allegiance at the beginning of the meeting.”
- **Section 8.12 - (Board & Commission) Appointment Process**
 - Add language to clarify that only applications received before the deadline will be forwarded to the City Council

NEXT STEPS

Following City Council direction on any proposed amendments, staff will return at the April 19, 2022 City Council Meeting with a resolution to approve amendments to the Rules of Procedures.

RECOMMENDED ACTION

Review proposed amendments to the City Council Rules of Procedure and provide direction.

MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



ADOPTED

April 19, 2004

AMENDED

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

February 20, 2018

March 5, 2019

February 4, 2020, Resolution No. 1578

February 18, 2020, Resolution No. 1579

May 18, 2021, Resolution No. 1597

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SECTION 1. GOVERNANCE AND AUTHORITY

1.1 Council-Manager Plan of Government

The City of Mercer Island is a Council-Manager plan of government. As described in the municipal code and chapter [35A.13](#) of the Revised Code of Washington (“RCW”), certain responsibilities are vested in the City Council and the City Manager. This plan of government prescribes that a City Council’s role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

1.2 Rules of Procedure

The Mercer Island City Council hereby establishes the following Rules of Procedure (“Rules”) pursuant to the authority set forth in Mercer Island City Code (“MICC”) [2.06.050\(A\)](#), for the conduct of City Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the City Council and until such time as they are amended, or new rules are adopted in the manner provided by these Rules.

1.3 Orientation of New Councilmembers

The City Manager will host an orientation program for newly-elected or appointed Councilmembers, including guidance on the [Open Government Trainings Act](#), which requires [training](#) in the fundamentals of the Open Public Meetings Act (OPMA), [Public Records Act](#) (PRA), and records retention requirements.

1.4 Mentoring of New Councilmembers

Current Councilmembers shall seek out opportunities to mentor newly elected or appointed Councilmembers to help them gain an understanding of their role as Councilmember.

1.5 Code of Ethics

The purpose of the City of Mercer Island Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of members of the City Council and the City’s boards and commissions pursuant to ~~Mercer Island City Code (“MICC”) 2.60.~~

SECTION 2. CITY COUNCIL ORGANIZATION

- 2.1 Swearing-In.** Councilmembers shall be sworn in by the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.** The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves. The City Clerk shall conduct the elections for Mayor and Deputy Mayor at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year as follows:
- A. Any Councilmember may nominate a candidate; no second is needed.
 - B. ~~Nominees may accept or decline the nomination.~~
 - ~~B. Nominations are closed by a motion, second and 2/3 vote of the City Council.~~
 - C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination. Approval is by majority vote of Councilmembers present.
 - D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
 - E. To be elected, the nominee needs a majority vote of the City Council.
 - F. Elections will continue until a Mayor and Deputy Mayor are elected by a majority vote of the City Council.
 - G. The City Clerk shall declare the nominee(s) receiving the majority vote as the new Mayor. ~~The new Mayor shall declare the nominee for and~~ Deputy Mayor ~~receiving the majority vote as the new Deputy Mayor.~~ The City Clerk shall swear the individuals into office.

2.3 Duties of Officers.

- A. **Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the City Council in the same manner as any other member and is expected to vote in all ~~proceedings, unless proceedings unless~~ a conflict of interest exists. The Mayor does not possess any power of veto. The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations. The Mayor is assigned the responsibility to impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules. If the Mayor is the Councilmember who is the subject of sanctions, then sanctions shall be imposed by the Deputy Mayor.

In consultation with the Deputy Mayor, the Mayor appoints Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing City Council committees, ad hoc committees, local committees, and certain regional committees (Sound Cities Association makes appointments to King County and other regional committees; only one Mercer Island Councilmember can apply for each of these committees).

B. Deputy Mayor. The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember to serve as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

C. Presiding Officer. The Presiding Officer shall:

1. Preserve order and decorum during City Council meetings;
 2. Observe and enforce these Rules;
 3. Call the meeting to order;
 4. Keep the meeting to its order of business; and,
 5. Recognize Councilmembers in the order in which they request the floor.
- The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

2.4 Filling a City Council Vacancy. If a vacancy occurs in the office of Councilmember, the City Council will follow the procedures outlined in [RCW 42.12.070](#) and Appendix C to these Rules (The Process to Fill a Mercer Island City Council Vacancy). In order to fill the vacancy until an election is held, the City Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.

SECTION 3. CITY COUNCIL MEETINGS

3.1 General Meeting Guidelines.

- A. **Open Public Meeting Act.** All City Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the City Council shall be open to the public.
- B. **Meeting Cancellation.** Any City Council meeting may be canceled by a majority vote or consensus of the City Council. The Mayor or City Manager may cancel a City Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- C. **Quorum.** Four members of the City Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- D. **Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor's right or left, in Chair #3 or #5. The Mayor will determine the seats of the remaining Councilmembers.
- E. **City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special City Council meetings and keep an account of all proceedings of the City Council (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to City Council meetings as part of the City Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections (except scrivener) to the minutes, they must request to have the set of minutes pulled from the Consent Agenda and make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the City Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- F. **City Council Meetings Code of Conduct.** The City Council Meetings Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable behavior while in a City Council Meeting.
- G. **Remote Participation.** From time to time, a Councilmember will not be able to attend a City Council meeting in person but may desire to participate in the meeting remotely. Remote attendance should be the rare exception. Should technological difficulties or connection issues arise during the meeting, the call may be ended to avoid meeting disruption.

If a Councilmember wishes to attend a City Council meeting remotely, the Councilmember should notify the Mayor and City Manager at least one day prior to the meeting. A Councilmember's remote attendance will be noted in the minutes.

H. Roll Call Voting for Hybrid Meetings. During hybrid meetings, City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor will ask the City Clerk to call the roll. The City Clerk calls the roll, and each Councilmember, as their name is called, answers "yes" or "no," or "abstain" if they do not wish to vote, and the Clerk notes the answers. If the vote count is not clear, the City Clerk reads the names of those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Mayor announces the result.

3.2 Types of Meetings.

- A. Regular Meetings.** The City Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall City Council Chambers (9611 SE 36th Street, Mercer Island) when permissible. Certain circumstances (weather, emergencies, etc.) may require that City Council meetings be held remotely using a videoconferencing platform. Regular meetings will begin at 6:30 p.m. or as set by [MICC 2.06.010](#). If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 6:30 p.m., or as set by MICC 2.06.010, on the first business day following the holiday, or on another day designated by a majority vote of the City Council.
- B. Special Meetings.** A special meeting is any City Council meeting other than a regular City Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special City Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the City Council and pursuant to [RCW 42.30.080](#).
- C. Emergency Meetings.** An emergency meeting is a special City Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes will indicate the reason for the emergency.
- D. Executive Sessions.** An executive session is a portion of a City Council meeting that is closed except to the City Council, City Manager, City Attorney, and staff members and/or consultants authorized by the City Manager. The public is

restricted from attendance. Executive sessions may be held during regular or special City Council meetings and will be announced by the Mayor or the Chair. Executive sessions may be held for limited purposes consistent with [RCW 42.30.110\(1\)](#) and [RCW 42.30.140\(4\)\(a\)](#). Permissible topics include considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to [RCW 42.23.070\(4\)](#), Councilmembers must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the [Public Records Act](#), chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material with another party, that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure.

- E. Planning Sessions.** Each year the City Council shall hold an annual planning session during the first quarter of the year, or as soon as practicable thereafter. Potential topics for the Planning Session include City Council Goals, Priorities, and the Work Plan for the next two years. The City Council may hold additional planning sessions during the year.

F. Hybrid Meetings. Any meeting that has Councilmembers, staff, and the public attending remotely AND in-person is a hybrid meeting.

3.3 Order of Regular City Council Meeting Agenda

- A. Call Meeting to Order & Roll Call.** The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present and absent in the minutes.
- B. Pledge of Allegiance.** The Mayor or a designated Councilmember will lead the Pledge of Allegiance at the beginning of the meeting.
- C. Agenda Approval/Amendment.** Agenda items may be added to a regular City Council meeting agenda after the meeting notice is published if a Councilmember or City Manager explains the necessity and receives a majority vote of the City Council. The Mayor may, with the concurrence of the Councilmembers, take agenda items out of order.
- D. Executive Sessions.** Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2D.

- E. Study Sessions.** Study sessions will be held, when needed, before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions will be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions can be made at a study session. Decisions on those issues will be scheduled for a regular or special City Council meeting.
- F. Special Business.** Special Business items may include the presentation of a proclamation, the key to the City, community member of the year, or other presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.
1. **Proclamations.** Proclamations are generally broad statements expressing local government support for particular issues. Requests to proclaim certain events or causes will be considered when such proclamations:
 - a. ~~p~~Pertain to a Mercer Island event, person, organization, or cause with local implications,
 - b. ~~a~~Are timely,
 - c. ~~h~~Have potential relevance to the City Council’s Goals, Legislative Priorities, or Mercer Island’s community values, and
 - d. ~~e~~Either forward positive messages or call upon the support of the community.

The Mayor, Deputy Mayor, City Manager, and/or a staff designee shall determine approval of proclamation requests. Proclamations are placed on the Consent Agenda and may be publicly read at a City Council meeting and presented to a representative of the event during the City Council meeting.

2. **Key to the City.** The Key to the City is the City’s most prestigious award and will only be used to recognize distinguished persons and honored guests of the City of Mercer Island. The “Key to the City” is intended to honor:
 - a. A Mercer Island resident with significant accomplishments in military service, or public service
 - b. A Mercer Island resident reaching the age of 100 years,
 - c. A person who performed an act of heroism while in the City limits, or
 - d. A dignitary or celebrity visiting the City.

The City Council shall determine approval of Key to the City requests. Keys shall be presented by the Mayor or designee to the recipient at a City Council meeting or at an event sponsored by or affiliated with the recipient.

3. **Community Member of the Year.** The Community Member of the Year is an annual tradition of recognizing an individual or group (“honoree”) who is otherwise unrecognized for his/her/their contributions to making the Mercer Island community a great place to live and work. The honoree shall be selected based on the following criteria:
- a. Significant service accomplishments within the past year;
 - b. The quality, scale, and duration of the benefits to the community resulting from the accomplishments;
 - c. The amount of time and energy devoted to the community beyond the scope of normal responsibilities;
 - d. The nature of the challenges faced and overcome by the honoree; and
 - e. The extent of previous recognition received by the honoree (e.g., the nominee is an “unsung hero”).

Councilmembers will make nominations and select an honoree at the annual City Council Planning Session or a Regular Meeting. Councilmembers or candidates for councilmember, are not eligible for nomination. The honoree(s) will be recognized at a City Council Meeting and a framed photo of the honoree is hung in the City Council Chambers lobby to commemorate this distinction.

- F. **City Manager Report.** To keep the City Council and the public informed of City business, the City Manager may provide an oral report, make comments, extend compliments, express concerns, or make announcements concerning any topic during this time.
- G. **Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the City Council regarding any matter, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the City Council should register with the City Clerk by 4 pm on the day of the City Council meeting. When the speaker’s name is called, the speaker will give their name and city of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Mayor may grant additional time for comments. The Mayor may allow speakers to comment on individual agenda items at times during any regularly scheduled City Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the City Council as a whole, and not to individual Councilmembers or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested by the Mayor to leave

the meeting. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda pursuant to [RCW 42.17A.555](#).

The City Clerk will summarize all public comments in the minutes. Traditionally, the City Council does not respond to comments made at a meeting; however, the City Manager may direct staff to follow up with the speaker as appropriate.

- H. Consent Agenda.** Consent agenda items have either been previously considered by the City Council or are routine and non-controversial and are approved by one motion. Items on the consent agenda include, without limitation, payables, payroll, minutes, proclamations, resolutions, ordinances discussed at a previous City Council meeting, bid awards, and previously authorized agreements.

A Councilmember may remove an item from the consent agenda for separate discussion and action. If removed, that item will become the first item of regular business of the same meeting.

- I. Public Hearings.** There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. Comments are limited to the subject of the public hearing.
- 1. Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the City Council of its comprehensive plan or biennial budget.
 - 2. Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site-specific rezones.

The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted.

In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the appearance of fairness doctrine (chapter [42.36 RCW](#)). The appearance of fairness doctrine prohibits ex parte (outside the hearing) communications with limited exceptions requiring disclosure on the record; prohibits a Councilmember from ~~making a determination~~deciding on the matter in advance of the hearing; requires the hearing to be fair and impartial; and prohibits the

participation of any Councilmember who has a conflict of interest or financial interest in the outcome of the hearing.

A Councilmember shall consult with the City Attorney to determine whether the Councilmember should recuse themselves from the quasi-judicial hearing discussion and decision.

- J. Regular Business.** Regular Business items are all other regular City Council business, including without limitations resolutions, ordinances, staff presentations, board and/or commission appointments, and regional board and committee reports requiring City Council action.
- K. Other Business.** The City Council will note upcoming Councilmember absences and make a motion to excuse or not excuse a Councilmember's absence. They will also discuss the Planning Schedule. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate or discussion on any item raised during a City Council report.
- L. Adjournment.** With no further business to come before the City Council, the Mayor adjourns the meeting.

SECTION 4. AGENDA PREPARATION

- 4.1** The City Manager, in consultation with the Mayor and Deputy Mayor, will prepare an agenda for each City Council meeting. The City Clerk will prepare an agenda packet for each City Council meeting specifying the date, time, and place of the meeting. Each item shall be titled to describe the item to be considered by the City Council.
- 4.2** An item may be placed on a City Council meeting agenda by any of the following methods:
- A.** Majority vote of the City Council.
 - B.** By the City Manager.
 - C.** By the Mayor or Deputy Mayor (when acting in the absence of the Mayor).
 - D.** By any two Councilmembers, in writing or with phone confirmation, no later than 12:00 pm seven (7) days prior to the meeting. The proposed item will be added to the agenda (without an agenda bill) for the whole City Council to determine if the item should be brought back for discussion and/or action. If the City Council agrees to add the item to a future agenda, staff will prepare an agenda bill based on the City Council's direction.
- 4.3** Staff reports (agenda bills) shall be in a standard format approved by the City Manager.
- 4.4** Agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list (including City Council and staff) by 5:00 p.m. on the Wednesday before the meeting. If the deadline cannot be met, the City Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up in the HAM radio room in the Police Department lobby upon Councilmember request.
- 4.5** The City Manager will prepare and keep current the Planning Schedule, the calendar of agenda items for all City Council regular and special meetings.

SECTION 5. CITY COUNCIL PROTOCOLS

- 5.1 Roberts Rules/City Council Rules.** All City Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Attorney shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature that may arise during a City Council meeting.
- 5.2 Appearances (Public Comment).** The City Council agrees to adhere to the following protocols during Appearances:
- A. The City Council shall listen attentively to the speaker's comments.
 - B. The City Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
 - C. The City Council shall not engage in debate or discussion with any individual but may be recognized by the Mayor to ask the speaker clarifying questions.
- 5.3 Discussion Protocols.** The City Council agrees to adhere to the following protocols for City Council discussion and debate:
- A. Be courteous and professional at all times.
 - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - C. Be recognized by the Mayor before speaking.
 - D. Be respectful of the City Manager and staff.
 - E. Speak in turn after being recognized.
 - F. Do not personally criticize other members who vote against or disagree with you.
 - G. Do not be repetitive in your arguments or discussion.
 - H. Respect each other's differences, honor disagreements, vote and move on.
- 5.4 City Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the City Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such City Council action or take other action adversely impacting staff resources. Councilmembers, who voted on the prevailing side, may bring any approved action up for reconsideration, on the same day that the vote was taken, following City Council review and approval of such agenda item. The City Council's goal is to make final decisions and not to revisit or reconsider such decisions. (See [Appendix A](#) for more details).
- 5.5 No Surprise Rule.** Councilmembers should use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff at least 48-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Councilmembers will use best efforts to provide staff

advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

- 5.6 Possible Quorum.** Any member of the City Council can attend any City board, commission, ad hoc, or standing committee meeting; however, if a quorum of the City Council (4 or more Councilmembers) is present at any of these meetings, Councilmembers shall “self-police” by not sitting together and not discussing City business. For community or regional meetings where there may be four (4) or more Councilmembers in attendance, the City Clerk may notice the meetings for possible quorum.
- 5.7 Councilmember In-Person Representation.** If a Councilmember appears on behalf of the City before another governmental agency or, a community organization, for the purpose of commenting on an issue, the Councilmember must state the majority position of the City Council, if known, on such issue. Personal opinions and comments which differ from the City Council majority may be expressed if the Councilmember clarifies that these statements do not represent the City Council's position but rather those of the individual Councilmember. Councilmembers must obtain other Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.
- 5.8 Use of City Letterhead.** Use of City letterhead by the City Council shall be confined to conduct of official City business or communicating messages of the City. City letterhead of any kind shall only be used by the City Council at the direction of the Mayor or his or her designee. Individual Councilmembers shall not use City letterhead to communicate individual or personal messages or opinions.
- 5.9 Mail.** Mail ~~addressed to, which~~ Councilmembers ~~receive during the week,~~ will be placed in their respective mailboxes at City Hall (located outside the City Manager's office) ~~as it arrives. Councilmembers will have access to their mailboxes and is available for pickup~~ during regular business hours. Accumulated mail will be included with hard copy agenda packets, placed on the dais before City Council meetings, or mailed to a Councilmember's residence.
- 5.10 Social Media.** Social media accounts operated by Councilmembers should not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use social media accounts to discuss City business, Councilmembers should clarify that the views expressed are solely their own. In addition, direct communication between a majority of the City Council on social media may constitute a "meeting" under the OPMA and should be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public Records Act, regardless of whether it occurs on a personal account or page. Councilmembers are responsible for capturing and retaining any City business-related posts on social media accounts for public records preservation purposes.

The NextDoor.com (“NextDoor”) social media platform does not function in the same manner as the City’s other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor also makes it difficult and potentially risky for Councilmembers to post about City business and/or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period. See [Appendix E](#) for further details.

SECTION 6. CITY DOCUMENTS

- 6.1 Review.** All ordinances, resolutions, contracts, motions, amendments, and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a City Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the City Council, unless requested by a majority of the City Council or by the City Manager.
- 6.2 Signing.** The Mayor and City Clerk sign all ordinances and/or resolutions approved by the City Council, immediately following the meeting. In addition, the City Attorney signs all ordinances. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.
- 6.3 Ordinances.** The following shall apply to the introduction, adoption and/or amendment of all ordinances:
- A. First Reading of Ordinances.** An ordinance shall be scheduled for first reading at any regular or special City Council meeting. A majority of the City Council may direct the City Manager to prepare any amendments to the ordinance for consideration during second reading and adoption.
- B. Second Reading/Adoption of Ordinances.** An ordinance that has previously been introduced for first reading may be scheduled for second reading and adoption at any regular or special City Council meeting as either regular business or as a part of the consent agenda.
- Any amendments that a majority of the City Council has directed the City Manager to prepare will be included as proposed amendments in the City Council packet for the City Council's consideration. If further amendments (other than clerical, punctuation, or other non-substantive amendments) are requested at second reading, the ordinance may be continued to the next regular City Council meeting for adoption.
- C. Exceptions.** Sections A and B above shall not apply to:
1. ~~a~~Any housekeeping ordinances that the City Manager recommends be adopted at first reading;
 2. ~~a~~Any budget ordinances; or
 3. ~~a~~Any ordinances that the City Council determines require an effective date precluding a second reading.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace consistent with [RCW 35A.11.090](#).

SECTION 7. CITY COUNCIL & STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the City Council's policies and priorities consistent with the City Council goals.

The following are general guidelines to help facilitate effective communications between the City Council and City staff:

- A.** Channel communications through the appropriate City staff.
- B.** All Councilmembers should have the same information with which to make decisions.
- C.** Depend upon the staff to respond to community concerns and complaints as fully and as expeditiously as practical.
- D.** The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- E.** To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.
- F.** Respect the will of the “full” City Council.
- G.** Depend upon the staff to make independent and objective recommendations.
- H.** The City Manager and staff are supporters and advocates for the adopted City Council policy.
- I.** Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- J.** Seeking political support from staff is not appropriate.
- K.** Support life-family-work balance.

[Appendix D](#) to these Rules contains the standalone City Council-Staff Communications Guidelines document and provides greater detail about each guideline listed above.

SECTION 8. CITY ADVISORY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's advisory boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the City Council in the decision-making process. Effective resident participation is an invaluable tool for local government.
- 8.2** These advisory bodies originate from different sources. Some are established by [Title 3](#) of the Mercer Island City Code while others are established by motion or ordinance of the City Council. It is at the discretion of the City Council as to whether any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- A.** Design Commission
 - B.** Planning Commission
 - C.** Utility Board
 - D.** Mercer Island Arts Council
 - E.** Open Space Conservancy Trust Board
 - F.** Parks & Recreation Commission
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of their board or commission, including the number of meetings unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.4** The City Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.
- 8.5** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended.
- 8.6** All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, [Open Public Meetings Act](#), and require a minimum 24-hour advance notice.
- 8.7** Members may be removed, from any advisory board or commission, prior to the expiration of their term of office, in accordance with the provisions of the ordinance or resolution establishing such advisory board or commission.
- 8.8** All members of advisory boards and commissions shall acknowledge receipt of the Code of Ethics to understand the ethical principles which shall govern their conduct.
- 8.9** The City Council transmits referrals for information or action through the City Manager and the City Council liaison to the advisory boards and commissions. Staff Liaisons, on behalf of advisory boards and commissions transmit findings, recommendations, reports, etc., to the full City Council as part of the City Council Agenda Packet.

- 8.10** The City Manager shall appoint City staff to assist advisory boards and commissions. City staff are not employees of that body and take direction only from the Department Director or the City Manager. Boards and commissions shall not direct City staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the City Council or City Manager.
- 8.11** Annually, staff for the Parks and Recreation Commission, Planning Commission, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the City Council for review, possible amendments, and approval.
- 8.12 Appointment Process.** Annually, the City Clerk will advertise for applicants to fill expiring positions on the boards and commissions as follows, unless otherwise provided by law:
- A.** Available positions are advertised.
 - B.** Once the application deadline has passed, all applications received before the deadline will be forwarded to the City Council for review.
 - C.** The City Clerk will include the appointment process on the agenda for the next regularly scheduled City Council meeting.
 - D.** The City Clerk will prepare a ballot for each board or commission, listing applicants alphabetically by last name.
 - E.** The voting process for appointment to each board and commission shall be as follows:
 1. Each City Councilmember completes a written ballot, casting a vote equal to the total number of open seats on the board or commission. For example, if there are two open seats, then each Councilmember has two votes, one for each seat.
 2. The City Clerk will collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process.
 3. The applicants that received the most votes, provided they have received a minimum of four votes, will be appointed to the open seat(s) on the board or commission. In the event of a tie that must be resolved to determine who is seated among the majority vote getters, ties will be broken following the procedures of Section 8.12(-E)(-5).
 4. If an insufficient number of applicants receive a minimum of four votes, a second round of voting will take place utilizing the following process:
 - a. Applicants that are not part of the tied block in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants.
 - b. Voting will continue until an applicant(s) receives the four-vote minimum.
 5. If a tie exists after the first vote or in a subsequent round of voting, and a tiebreaker is necessary to make an appointment, a tiebreaker vote will be conducted utilizing the following process:

- a. Councilmembers will vote on the applicants that are tied and all other applicants will be eliminated from the voting process.
 - b. If after three successive votes a tie still exists, the names of all of the applicants that are tied will be put into a hat and the City Clerk will draw out one of the names. The name that is drawn will be appointed to the open seat on the board or commission sought by such applicant.
- 6. The Mayor may call for a recess at any time during the voting process to allow Councilmembers to caucus. Caution should be exercised during a caucus to avoid “serial meetings” as these types of discussions are not allowed under the Open Public Meetings Act.
 - 7. The names of the applicant(s) selected will be added to a Resolution, with final approval required by a vote of the City Council.
- F. Letters will be sent to all applicants informing them of their appointment or thanking them for applying. Staff liaisons will contact new appointees in advance of the first board or commission meeting.

8.13 Vacancies.

- A. When vacancies occur, they are filled for the unexpired terms in the same manner as described in Section 8.12. The City Council will be notified of vacancies so they may encourage residents to apply.
- B. In the event a vacancy occurs mid-term, the City Council shall appoint a person to fill the unexpired term within 60 days, or as soon as reasonably practicable.
- C. If the mid-term vacancy occurs for a position with six months or less remaining in the term, the City Council may elect to fill the unexpired term and the next four-year term concurrently.

8.14 Open Government Training Requirement. Within 90 days of the appointment to a board or commission, all new members must complete the Open Public Meetings Act training required by the Open Government Trainings Act and provide proof of completion of such training to the City Clerk.

8.15 City Council Liaison Roles & Duties. The Mayor (in consultation with the Deputy Mayor) may appoint a City Council liaison for certain boards or commissions. The City Council liaison shall report objectively on the activities of both the City Council and the advisory group. The specific duties of a City Council liaison are as follows:

- A. Attend meetings of the board or commission on a regular basis and sit at the table or dais, as applicable.
- B. Participate in discussion and debate of the board or commission, but not vote on any matter (except for the Open Space Conservancy Trust as the City Council Liaison is a voting member).
- C. Represent the majority City Council position, if known.
- D. Participate in a manner that will not intimidate or inhibit the meetings and operations of the board or commission. Make comments in a positive manner to

promote positive interaction between the City Council and the board or commission.

- E.** Be prepared to give the City Council regular and timely reports at regular City Council meetings. Take the lead on discussion items before the City Council which pertain to the assigned board or commission.
- F.** Provide input to the City Council regarding potential candidates for appointment to the board or commission.

SECTION 9. CITY COUNCIL COMMITTEES

- 9.1** City Council committees, which are created by the City Council, operate as policy review and discussion arms of the City Council. The committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions.
- 9.2** Committees do not replace the City Council as final decision makers on behalf of the full City Council. City Council Committees give no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council.
- 9.3** There are two forms of City Council Committees:
- A.** Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.
 - B.** Ad Hoc Committees: these are short-term in nature and advise on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.
- 9.4** Committees will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule.
- 9.5** Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor will consider the interests and requests of individual Councilmembers in making committee assignments. No more than three (3) Councilmembers shall serve on any committee.
- 9.6** Committees will have staff support assigned by the City Manager. Staff will work with the committee chairs to set agendas, provide support materials, and prepare reports.
- 9.7** In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments, as necessary. The City Clerk will maintain the list of appointments (City Council Liaison Appointments) to established committees.

SECTION 10. SUSPENSION AND AMENDMENT OF RULES

- 10.1** Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a two-thirds (2/3) majority vote of the City Council.

- 10.2** These rules may be amended, or new rules adopted, by a majority vote of the City Council.

SECTION 11. SANCTIONS FOR RULE VIOLATIONS

11.1 Councilmembers may be sanctioned for violation of these Rules in any of the following ways:

- A. Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public ~~officer;~~officer.
- B. Public Censure.** If a majority of the City Council supports public censure, the Mayor shall, during a regular City Council meeting, state in detail the Rule(s) violated and the Councilmember's conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut. If the Mayor is the Councilmember who is subject of the sanction, then the Deputy Mayor shall preside over the public censure.
- C. Liaison Termination.** The Mayor, in consultation with the Deputy Mayor, (provided the Deputy Mayor is not the Councilmember who is the subject of the sanction), may terminate standing committee, ad hoc committee, board, commission, or other liaison assignments. If the Mayor is the Councilmember who is subject of the sanction, then the liaison termination decision shall vest in the Deputy Mayor; and/or
- D. Other.** Any other appropriate action decided by a majority of the City Council.

APPENDIX A

PARLIAMENTARY RULES AND MOTIONS

- (1) If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second, include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (2) A motion that receives a tie vote is deemed to have failed.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (5) No further comments may be heard when there is a motion and a second on the floor and the City Council should attempt to ask questions of staff prior to such motion and second.
- (6) When the City Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Councilmembers may object to such summary if any feel the summary does not reflect the City Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the City Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the City Council will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
- (8) A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- (9) A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special City Council meeting.

- (10) A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote.
- (11) A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- (12) A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.
- (16) At the conclusion of any vote, the Mayor will announce the results of the vote.
- (17) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (18) Roll call votes will be taken if requested by a Councilmember.
- (19) A **motion for reconsideration** can only be made by someone who voted on the prevailing side and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

APPENDIX B

CITY COUNCIL MEETING CODE OF CONDUCT

The Mercer Island City Council welcomes the public to the City Council meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during City Council meetings. Audience members will be expected to treat all attendees with respect and civility.

1. **Appearances Ground Rules:**

Appearances is the time set aside for individuals to speak to the City Council about any issue during a City Council meeting. The ground rules are:

- A. Each person wishing to address the City Council should register with the City Clerk by 4 pm on the day of the City Council meeting.
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes.
- C. Traditionally, the City Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed.
- D. Comments should be addressed to the entire City Council, not to individual Councilmembers, staff members, or the audience.
- E. Audience members should refrain from applause, video comments, or disapproval of individuals' comments.
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested to leave the meeting.
- G. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda. RCW 42.17A.555.

2. **General Rules:**

- A. Please silence cell phones, computers, tablets, and cameras while in the City Council meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C

PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

PURPOSE

To provide guidance to the City Council when a Mercer Island Councilmember position becomes vacant before the expiration of the official's elected term of office.

APPOINTMENT PROCESS

A City Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. Under authority of RCW 42.12.070, the remaining members of the City Council are vested with the responsibility for appointing a qualified person to fill the vacant position. Accordingly, the process should include all of the remaining Councilmembers in the City Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The City Council should direct the City Manager to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity. After the schedule is established, staff will notify applicants of the location, date, and time of the interviews.

Applications received by the deadline date and time will be copied and circulated to Councilmembers.

NOTIFICATIONS AND SCHEDULING

The notice of vacancy shall be posted on the City's website and published at least two times in the Mercer Island Reporter.

The City Council shall determine a regular meeting or set a special meeting for interviewing candidates and possibly appointing someone to the vacant position.

Interviews and the appointment process may be continued to another day if any Councilmember is not able to attend or if the selection process is not concluded.

INTERVIEWS

Each applicant shall be given three to five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council. They shall also address the answers to these questions during their allotted time:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the City Council and community that you would like to highlight?

3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g., transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The City Council reserves the right to ask additional questions of candidates during the interview.

At the close of City Council questions, applicants will be afforded an opportunity to comment on any additional issues relevant to their candidacy.

The applicants' order of appearance will be determined by a random lot drawing.

DELIBERATIONS AND VOTING

Upon completion of the interviews, and as provided in the Open Public Meetings Act at RCW 42.30.110(1)(h), Councilmembers may convene into executive session to evaluate the qualifications of the applicants. However, all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

In open session, the Mayor shall ask for nominations from the Councilmembers. No second to the motion is needed. Nominations are closed by a motion, a second and a majority vote of the City Council.

The Mayor may poll the City Council to ascertain that Councilmembers are prepared to vote. The City Clerk shall proceed with a roll-call vote.

Nominations and voting will continue until a nominee receives a majority vote of the remaining Councilmembers.

At any time during the election process, the City Council may postpone elections until another open meeting if a majority vote has not been received, or if one of the remaining Councilmembers is not able to participate in a particular meeting.

The Mayor shall declare the nominee receiving the majority vote of all of the remaining Councilmembers as the new Councilmember who shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

Under RCW 42.12.070(4), if the City Council fails to appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the authority of the City Council to fill the vacancy ends and the King County Council is given the authority to fill the vacancy.

APPENDIX D

CITY COUNCIL-STAFF COMMUNICATIONS GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the City Council's policies and priorities consistent with the City Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

A. Channel communications through the appropriate City staff.

While any staff member is available to answer Councilmember questions and requests for information, the City Manager is the primary information liaison between the City Council and City staff as outlined in RCW 35A.13. Questions of City staff should be directed to the City Manager and Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that the City Manager is aware of the Councilmember's requests and needs.

B. All Councilmembers should have the same information with which to make decisions.

When one Councilmember has an information request, the response will be shared with all members of the City Council so that each member may be equally informed.

C. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

D. Operational/Maintenance Complaints.

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608 or file an online report with MI-Connect (<https://www.mercerisland.gov/publicworks/page/submit-service-request>). In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

E. Code Compliance Complaints.

The Community Planning & Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible. Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a

paper copy. Using this form will give staff the information needed to review and process the complaint.

F. Complaints/Concerns Directed to City Council.

Often City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the appropriate department to prepare a formal response on behalf of the City Council. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the City Manager or designee to provide a response. All correspondence is copied to all members of the City Council, regardless of whom it was addressed to.

G. The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.

The role of the City Council is as the legislative body. The City Council is responsible for approving the budget, setting the vision and goals, and adopting policy and strategic plans. The primary functions of staff are to execute the City Council policy and actions taken by the City Council and to keep the City Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

Individual Councilmembers should not knowingly or willfully interfere with the administration of City business including, but not limited to, ~~coercing~~coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the City Council policy.

H. To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond before or at the City Council meeting. Having a practice of “no surprises” between the City Council and City staff and vice versa fosters a productive working relationship.

I. Respect the will of the “full” City Council.

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” City Council. The City Manager takes direction from the full City Council and not from individual Councilmembers. If this should occur, the City Manager will prepare a memorandum or email to the City Council informing them of the request. The City Manager will consult with the Mayor, Deputy Mayor, and Councilmember with the request to determine when it is appropriate to bring it before the full City Council for discussion and direction.

J. Depend upon the staff to make independent and objective recommendations.

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from attacking the messenger. Staff respects the role of the City Council as policy makers for the City and understands that the City Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

K. The City Manager and staff are supporters and advocates for adopted City Council policy.

Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted City Council policy and direction, even if this may cause concern by the City Council minority on controversial issues.

L. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.

M. Seeking political support from staff is not appropriate.

The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager, the Chief of Administration, Chief of Operations, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

N. Support life-family-work balance.

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

(April 2021)

APPENDIX E

HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, Twitter, YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Councilmembers and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Councilmembers post on NextDoor about official City business, they must capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The City Clerk can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.

(July 2019)



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6046
March 26, 2022
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6046: 2021 Community Member of the Year Nomination	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive nominations for the 2021 Community Member of the Year award and select a nominee.	

DEPARTMENT:	City Council		
STAFF:	Mayor Salim Nice Andrea Larson, City Clerk		
COUNCIL LIAISON:	n/a		
EXHIBITS:	1. Community Member of the Year Recipient History		
CITY COUNCIL PRIORITY:	n/a		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

This agenda bill is to receive nominations from City Councilmembers and to select a nominee for the 2021 Community Member of the Year award.

BACKGROUND

Each year, at the end of the City Council’s annual Planning Session, Councilmembers nominate and select a Mercer Island resident to honor as the Community Member of the Year for the previous year. The selected nominee is honored at a City Council meeting and a framed photo of the honoree is hung in the Council Chambers lobby to commemorate this distinction.

ISSUE/DISCUSSION

The past recipients of the award are listed in Exhibit 1. Section 3.3(F)(3) of the City Council Rules of Procedure outline the current criteria for nomination and selection of the Community Member of the Year as follows:

The Community Member of the Year is an annual tradition of recognizing an individual or group (“honoree”) who is otherwise unrecognized for his/her/their contributions to making the Mercer Island community a great place to live and work. The honoree shall be selected based on the following criteria:

- a. Significant service accomplishments within the past year,
- b. The quality, scale, and duration of the benefits to the community resulting from the accomplishments,
- c. The amount of time and energy devoted to the community beyond the scope of normal responsibilities,
- d. The nature of the challenges faced and overcome by the honoree, and
- e. The extent of previous recognition received by the honoree (e.g., the nominee is an “unsung hero”).

NEXT STEPS

Following the City Council’s selection of a nominee, staff will invite the nominee to an upcoming City Council meeting so the City Council may formally recognize their contributions to the Mercer Island community.

RECOMMENDED ACTION

Receive nominations for the 2021 Community Member of the Year and vote to select one nominee for the award.



CITY OF MERCER ISLAND COMMUNITY MEMBER OF THE YEAR AWARD RECIPIENTS

2020

The 2020 recipient is the **Mercer Island Community Fund (MICF)**. MICF exemplifies the very best of our community. When the adverse impact of the Pandemic was gripping our community along with the rest of the world, the MICF Board of Directors was among the first to step up to organize the community and to help those most hurt by the Pandemic. MICF showed the love that we need to have for each other especially during challenging times and illustrated the resiliency of our community. MICF led the way in collaboration with other groups in organizing and launching the WeLoveMI COVID Relief Campaign. This campaign continues today and has raised over \$260,000 for small businesses on the Island, and nonprofit organizations on the Island.

MICF was incorporated in 1985. In the past 35 years, it has raised over a million dollars for grants to community organizations that are involved in the arts, environment, community development, recreation, social services, education, and health. Led by an all-volunteer Board of Directors, who are Mercer Island residents, MICF allows Islanders to invest in a healthy and vibrant community to improve the quality of life on Mercer Island.

2019

The 2019 recipients are **David and Kendra Uhler**, who have gone above and beyond to make the Mercer Island community a great place to live. They accepted their award online during the July 21 (2020) Council Meeting, held by video conference due to the COVID-19 Pandemic.

Not only have the Uhler's given their own time and talent in 2019, but they have also been instrumental in coordinating a variety of all-volunteer efforts in response to the 2020 Coronavirus pandemic. David has led City volunteers in responding to calls of service from our most vulnerable residents, distributing masks to every citizen in need, and assisting the Youth and Family Services Department with donations management. The Uhlers volunteered more than 500 hours during the Pandemic alone and are truly committed to the Mercer Island community - the depth and consistency of their support for all of their neighbors is commendable and deeply appreciated.

2018

The 2018 recipients are **Lisa and Rino Caruccio**, who have been greatly involved in the community since becoming residents in 2006, and who opened a unique state-of-the-art culinary event center (Caruccio's) in the Town Center in 2017 to expand their community support and involvement. Their children went through the Mercer Island Schools and have been involved in the City's VOICE service program, National Charity League, and high school sports. The Caruccio's are St. Monica parishioners, regular donors to Mercer Island Youth and Family Services, and key donors to the Mercer Island Schools Foundation.

Through their event center, Lisa and Rino are happy to nurture the community and encourage people to build relationships and treasure them. For example, they employ Fare Start employees, helping people with barriers to employment get the skills they need for a real career; prepare and donate 20 full Thanksgiving meals for Mercer Island Youth and Family Services; support local youth and schools by offering a special rate for school organizations; create an inviting space for “Celebration of Life” events on the island; and host the popular Wine Wednesday event, bringing 150-200 people together for food, wine, and live music at community tables. Lisa and Rino also take special care and interest in their senior friends across the street at the Aljoia retirement community, know them by name, and make sure they always feel treated like royalty. The Caruccio’s are truly passionate about and committed to the Mercer Island community - the breadth and depth of their support for the people and the culture on this Island is commendable and deeply appreciated.

2017

The 2017 recipients are **Laurie and Victor Raisys**, who have made a significant impact on the community as residents and as owners of Island Books. As third generation Islanders, Laurie and Victor bought Island Books in July of 2015 after careers at Microsoft and have worked diligently to preserve the sense of community found at the bookstore and enhance this local legacy ever since.

Supporting the Mercer Island community and giving back to local organizations is second nature to Laurie and Victor. They have sponsored special events like the Mercer Island Youth and Family Services Giving From The Heart Breakfast & Shopping Day, the Mercer Island Schools Foundation Breakfast, the Farmers Market, Summer Celebration, and supported the local business community through the Mercer Island Chamber of Commerce, where Victor is a board member.

2016

At the June 5, 2017 Council Meeting, the Council named **Terry Moreman** as 2016 Citizen of the Year. She has advocated for Mercer Island residents big and small. She has appeared at numerous City Council meetings and served on countless boards and committees. She has influenced the decision-making process on everything from school functions to Town Center's revitalization.

Terry is a 38-year Island resident and served as the Executive Director of the Mercer Island Chamber of Commerce for over 25 years, producing well-received events like Town Center trick-or-treating and Art UnCorked. In addition to building a strong and respected business core in Mercer Island, she has also played a significant role in the success of so many organizations: Historical Society, Sister City Association, Farmers Market, Boys and Girls Club, PTA, Mercer Island Preschool Association, Community Fund, and the Mercer Island Schools Foundation.

2015

At the July 5, 2015 Council Meeting, the Council honored **Nancy Stewart** as the 2015 Citizen of the Year. Nancy Stewart moved to Mercer Island in 1981, with her husband Judge Wayne Stewart, and has used music and songwriting to build local community and bring generations together ever since. She’s known for enthusiastic appearances at all manner of Island festivals and events, in the library, the local bookstore, and City’s community center. Her Sing With Our Kids program began as a pilot project on Mercer Island in 2012, in which she created, tested, and documented singing events that foster early learning and literacy, while connecting children to their surroundings. Her program goal has always been to create a national model that any school, library, family or community can use – free of cost.

Nancy explains her passion: “Musicians don’t choose to become musicians. It’s what they are. What they are born to be. Music chooses them. It’s not about money; it’s about loving music. It’s about getting to share something that they love more than themselves.”

2014

Council selected **Roger and Nancy Page** -owners of Island Books- as 2014 Citizens of the Year. Founded in 1973 by Lola Deane, Island Books was already a beloved fixture in the community when Roger Page came to work there as a part-time Christmas gift wrapper in 1984. Intrigued by the business, Roger was soon promoted to bookseller, then floor manager, and in 1991 he offered to buy the store. The Pages' business and personal goal is to serve the community in a welcoming and caring manner, which includes hosting special events and countless fundraisers over the years. Many Islanders, for example, will recall the 2,000 midnight attendees at a Harry Potter release, with bookstore staff in costume. To date, the Pages have raised more than \$300,000 in donations to a variety of community causes, are widely known by many Islanders.

2013

This year, the Council selected **Mercer Island Preschool Association (MIPA)** as 2013 Citizen of the Year. Founded in the 1920’s, MIPA was one of the first community groups to organize on the Island and has maintained an enduring focus on education and advocacy, community building and parks. As a group of volunteers, its guiding principle is an unwavering commitment to the education and well-being of children from birth through Kindergarten, often working in conjunction with the City. For example, in partnership with the City’s Youth and Family Services Department, MIPA provides funding for pre-school scholarships for families in need; and with the City’s assistance, MIPA supports emergency preparedness in the preschools. And annually MIPA recognizes an outstanding preschool teacher via its Exceptional Educator award. In October 2013, the City opened a very special, ADA-accessible, remodeled playground at Luther Burbank Park which celebrates the importance of play for children of all physical abilities: MIPA provided design assistance and almost \$100,000 in donations toward the project. In its 80+ years of existence, MIPA has been a tremendous contributor to the sense of community all Islanders enjoy, and fully deserves this honor.

2012

The City Council selected **Fran Call** as 2012 Citizen of the Year in honor of her extensive service to the community. For 26 years Ms. Call taught English, history and outdoor fitness at the Junior High and Middle Schools on the Island and is known for her motivational talents and no-nonsense but caring nature. Always an outdoor enthusiast, she developed a legendary outdoor fitness program, a "P.E. Plus" class, that had kids running, bicycling, hiking, canoeing, and learning survival skills. Motivated students could even join an annual self-supported bike ride led by Ms. Call to various destinations across the country. Since her retirement 20 years ago, Fran hasn't even considered slowing down, instead starting a walking group for people over 55, offered through the Mercer Island Parks and Recreation Department.

2011

The City Council presented the 2011 Citizen of the Year award to **Dr. Michael Copass**. He is one of the founding fathers of the Medic One Program – a medical system that Medical Professionals worldwide continue to study and emulate. For thirty-five years, he was the Director of Emergency Services for Harborview Medical Center – the only Level 1 Trauma Center in a five-state region. He continues to be the Medical Director of Medic One for the Seattle Fire Dept, and the UW Paramedic Training program

which trains ALL of the paramedics in Seattle and King County. Dr. Copass founded Airlift Northwest in 1982, a nonprofit air ambulance service that is unrivaled anywhere in the United States and is responsible for saving thousands of lives. Dr. Michael Copass is a legend in the Fire and EMS community. He has demanded excellence from those that have worked for him or in his programs. His work ethic and devotion to patients is legendary. No single person has done more for the health of this community than Dr. Copass.

2010

The City Council chose **Susan Kaplan and Terry Pottmeyer** as the 2010 Citizens of the Year for their decades of selfless service to the Mercer Island community. Susan and Terry chaired the Mercerversary 50 Committee in 2010 and helped provide a wonderful celebration that acknowledged the past and welcomed the future. Months of preparation, planning, and effort went into creating the anniversary event. A website was created to post stories and lists of longtime residents, a brief history of the Island, and celebration events. A hugely successful birthday party was planned with special recognitions of 80+ year residents and welcomes extended to those who had just arrived. Cakes were cut, candles blown out, and many recognitions were given to those instrumental in the development of Mercer Island as a City.

Susan and Terry have both been active in PTA at every level, from the Preschool Association to the Mercer Island High School and received recognition and numerous awards for their work. They have both been board members and the President of Mercer Island Schools Foundation, the Mercer Island School Board, and the Mercer Island Community Fund. They have been members of the Committee for Mercer Island Public Schools (CIMPS) and the committee to raise money for the new Mercer Island High School Band uniforms. Susan and Terry have both been involved in the MIYFS Foundation and the Mercer Island Youth & Family Services Giving from the Heart Breakfast steering committee. Both Susan and Terry work to build a strong community. They make community connections, start, and follow through with new initiatives, and have given countless hours and selfless acts to the betterment of our community.

2009

The City Council presented the 2009 Citizen of the Year award to **Blair Rasmussen**, executive director of the Mercer Island Boys & Girls Club and former NBA player, in honor of his service to the community's children and families. The award recognizes Rasmussen's leadership as executive director of the Mercer Island Boys & Girls Club, where he spearheaded the development and construction of the PEAK youth facility. The 41,300-square-foot PEAK facility will house the new Mercer Island Boys Girls Club, a teen center, infant and childcare centers, and a multi-sport field house. The \$15 million facility opened in August 2010. Prior to heading the PEAK project, Rasmussen helped lead the remodel of St. Monica's, sat on the board of the Boys and Girls Club, and coached a number of Island youth sports teams. A 15-year resident of the Island, Rasmussen and his wife, Sarah, have five children, Christine, Sam, Sabrina, Joe, and Jack.

2008

The 2008 Citizen of the Year Award honors not one, but dozens of Island residents. On Monday, July 6, 2009 the Mercer Island City Council announced "**the organizers and volunteers of the inaugural 2008 Mercer Island Farmers Market**" as the much-anticipated Citizen of the Year. This group was recognized for their contributions to providing a vibrant community setting that offers fresh, locally grown foods, promotes and supports sustainable agriculture, and connects residents to each other and to local

farmers. The Mercer Island Farmers Market enables residents to purchase local food from local farmers and in doing so, contribute to the local economy.

2007

“Tonight we honor a fixture in our community who has been involved in almost everything for decades,” said Mayor Jim Pearman in naming **Jim Trombold** the 2007 Citizen of the Year on June 16, 2008. In addition to being a respected physician and Rotarian, Trombold was a community activist, environmentalist, and defender of Mercer Island parks.

Jim was a Rotarian who served as president from 2005 to 2006, the chair of the Planet Earth committee, an avid lover and defender of the Mercer Island parks system. He fought to preserve and improve Mercerdale Park, including the establishment of a group native garden. He helped set up the display of crosses at Mercerdale Field by Vietnam Veterans against the war in Iraq. In 2005-06, when he was president of MI Rotary, he helped expand support for the Half-Marathon to raise money for colon cancer awareness.

2006

Longtime Mercer Island residents, **Margaret and Kenneth Quarles** were chosen as the 2006 Citizen of the Year for their generous and selfless contribution to the City’s park and open space system this year. The Quarles’ were the owners of pristine open space located west of East Mercer Way and adjacent to Pioneer Park. In 2006, the Quarles agreed to transfer this rare open space property consisting of nearly 7 acres to the City of Mercer Island in order to preserve this property for park and recreation purposes.

This significant gift to the City will serve as a lasting legacy to the family’s strong ties to the Mercer Island community and represents their strong desire to preserve the property from potential future development while providing recreational trail opportunities for future generations.

2005

The City Council chose **Ben Wolfe** as the 2005 Citizen of the Year. Ben was hired by the Mercer Island School District in 1963. For his first two years he taught French. In 1965 he was appointed as the Vice Principal of North Mercer Junior High. He worked in that position until 1980. During his time at North Mercer Junior High, Ben was in charge of much of the disciplinary process, as the Vice Principal. He was a very stern administrator as far as following the rules and the law. Ben developed a very close working relationship with the police and fire departments during this time. His quick wit and outstanding personality were always a hit.

Ben used to refer to himself as the “Captain of the North Precinct” because he felt as if he was the cop in the school for us at the Junior High School. Soon this nickname spread, and Ben was proud of this nickname. Ben would call the department and say this is Captain Wolfe from the North Precinct and I have one in custody for you. In 1980 Ben was appointed as the Director of Maintenance Operations for the Mercer Island School District. He worked in this capacity until he retired in June of 1992. Ben had 36 total years of working in the field of education, 29 of which were with Mercer Island. Ben made several trips to Europe and enjoyed talking about his experiences there. A good joke or war story usually started the meetings he attended serving as a citizen volunteer on the City’s Police and Fire Disability Board. Ben served 15 years and was the Board Chairman for many years.

2004

He's been called the godfather of Puget Sound transportation and credited with coining the phrase "we don't want to hear it, see it or smell it" as a condition of Interstate 90's expansion across the Island. His colleagues have said that "He's flunked retirement several times", with a career in public service that has spanned six decades **Aubrey Davis** is honored with the 2004 Citizen of the Year Award.

Aubrey first moved to Mercer Island in 1960 and was elected to the Mercer Island City Council in 1968, remaining on the Council until 1978. He served as mayor for two terms from 1970 to 1973. Throughout the years since leaving the Mercer Island City Council, he has headed the regional office of the U.S. Department of Transportation and has led the federal Urban Mass Transit Administration.

He served 32 years on the Group Health Board of Trustees, including eight terms as chair and in 1988, was named president and CEO of Group Health a position he held for four years. Aubrey retired after serving more than 12 years on the Washington State Transportation Commission and remained active on the transportation committee at the Puget Sound Regional Council and on the committee reviewing the options for replacement of the Highway 520 Bridge. He also served on the Citizens' Oversight Panel monitoring Sound Transit.

2003

City Council members honored **Myra Lupton** for being an involved citizen in every sense of the word. She was complimented for being an independent thinker. Mayor Alan Merkle said. "She is one person who has been able to praise and criticize in one breath, and we feel good about both." Ms. Lupton retired from teaching English in January 1992 after 31 years with the Bellevue School District. She has been active in numerous civic committees on Mercer Island, including the local chapter of the League of Women Voters.

2002

Jan Deveny was chosen as Citizen of the Year for 2002 in recognition of his 28 years of service as Mercer Island's Public Safety Director. His law enforcement career spanned almost 40 years, during which he was President of the Washington Association of Sheriffs and Police Chiefs and active in the International Association of Chief of Police. He was a tireless supporter of Special Olympics and co-founded the Washington Law Enforcement Torch Run.

2001

The 2001 Citizen of the Year was **Eugene Ferguson**. Eugene "Gene" Ferguson received the Council's appreciation for his 25 years of service to the children and families of Mercer Island. As Band Director and long-time music educator, Eugene worked tirelessly to introduce music into the lives of thousands of Mercer Island students. He made great contributions to the success of the music program in the Mercer Island School District bringing it national, state, and local acclaim.

2000

Don Cohen received the 2000 Citizen of the Year award for his decade of service on the Mercer Island Planning Commission. Having served as its Chairman for four years, Don contributed to the development of many important pieces of land use legislation including the Mercer Island Comprehensive Plan, Critical Lands Ordinance, Mega-House Ordinance, and the Unified Land Development Code. Don garnered respect for his experience, sense of fairness, environmental advocacy, leadership, and legal knowledge.

1999

For the second year in a row, the Citizen of the Year award went to a large group -- the **Aircraft Noise Abatement Committee**. This group of over 260 citizens vigilantly opposed operational and policy changes proposed by the Federal Aviation Administration that would cause increased aircraft noise over Mercer Island. Committee members: **Ira Appelman, Charlie Barb, Jim Gilchrist, Carol Heltzel, Tom Heltzel, Lorelei Herres, Tom Hildebrandt, Elizabeth Huber, Françoise Martin, Maxine Misselwitz, Ted Misselwitz, Phil Ohringer, Fran Ohringer, Kevin Peck, Sue Stewart, and Nick Vedder.**

1998

The Clergy Association was chosen because the Council was so appreciative of their overwhelming support and advocacy for affordable housing. This group was not used to taking political or public stands and yet became a moving force in our community. Their support culminated in the purchase of Ellsworth House in 1999. They also had developed a chaplain support group for the Public Safety Department. Association members: **Bill Clements, Woody Carlson, Paul Fauske, Wynton Dunford, David Rose, Lisa Gelber, Richard Johnson, John Bowman, Carla Berkedal, Randal Gardner, Jack Olive, Eric Newberg, Jeff Holland, Michael Bush, Frederic Harder, Susan Price, Dale Sewall, Jean Davis, John Fellows, Kimbrough Besheer, and Marlow Schoop.**

1997

Pat Braman was active for many years as a teacher and union activist. But her nomination came from a year of devoting personal time to bring the Youth Asset training to Mercer Island Schools. This program was part of another position she held as the City's only representative on the Community Network of Mid-East King County. These Networks were formed by the legislature to meet the challenge of increasing youth violence and teen pregnancy. Pat's work on both these projects took time and energy to find funds from the private sector and to advocate for people in the community to get trained to be more supportive of kids.

1996

Faye Whitney was honored for her 20 years of service to seniors and youth on Mercer Island. She had just completed Blossoms and Burgers, an event that partners the seniors at the Parks and Recreation Department with the Crest Learning Center. She helped start and run this event for many years. She also is active in the Council on Aging and Meals on Wheels program. She volunteered at the Mercer Island Thrift shop since 1978, raising funds for Youth and Family Services.

1995

The year that **John Steding** died, we realized that he had given many years of service to our community and that the Council had not yet recognized someone who was active in the schools. With this in mind, the Council posthumously awarded John Steding its Citizen of the Year. John was the keeper of the statistics for most sports at Mercer Island High School.

1994

Pam Eakes was chosen this year because of her national activities for Mothers Against Violence in America (MAVIA). In the year that she started this organization, it had grown to 30 chapters across the state. This organization has grown nationally and has also created a school-based group called Students Against Violence Everywhere (SAVE).

1993

By 1993, the Council felt that rules of how and why we chose a Citizen of the Year would be helpful. At that time, we felt that we wished to make the award fun and meaningful to us all. We agreed to a set of criteria that would guide the Council in its selection of its Citizen of the Year.

That year there were two nominations of people who had similar activities and were of similar advanced age. Instead of waiting for another year, we agreed to honor them both. **Anna Matheson** was very active in starting and maintaining the Council on Aging. This group had advocated for seniors and had been instrumental in starting Meals on Wheels, transportation for seniors by volunteers, and many other senior support activities. **Delores Erchinger** was volunteer extraordinaire for the Chamber of Commerce. She often called every business member to remind them of the monthly Chamber Meetings and worked countless hours answering the phones there. She further volunteered at the Council on Aging and helped start the Historical Society.

1992

The third year the Fire Department brought the Council the name of an unsung hero that they wished to see honored – **Dr. Floyd Short**. He was the trainer for all the firefighters to become emergency medical technicians (EMT). He created the first trained EMTs who were able to provide first response before the Medic One arrived. When Hunter Simpson, then president of Physio-Control donated a defibrillator to the Mercer Island Fire Department, Dr. Short began training fire fighters in its use. His experiment got him a 20-year volunteer position as trainer.

1991

The second year, the Council decided to pick a member of the community who had been active in many different ways. They chose **John Nelson** because he had served as founding member and president of the Arts Council, was a member at large for the Youth and Family Services Board, was active starting and running the Rotary Marathon, volunteered to be a starter at the annual all school track meet, was on the Community Fund board and as such had acted as auctioneer at various auctions. He also was very active in Mercerservery, the occasion of the 25th year since the City of Mercer Island incorporated. Whenever there was a task for volunteers, John was there helping. John ran for City Council in 1994 and won. He served four years before stepping down to become a Regional Governor for Rotary.

1990

The first citizen of the year was **Barbara Swier**. She was thanked by the Council for organizing daffodil bulb planting in Mercer Island's Central Business District. She had single-handedly organized volunteers to plant the Town Center with bulbs to make a great splash of color in the spring. Her work was done with little help from the City and was much appreciated. Since the Council did not have a citizen of the year award at that time, the Council recognized her at a regular meeting.

That same year, the Council also thanked **Phil Flash** for organizing a volunteer litter patrol along the sides of roads. He demonstrated his further commitment to Mercer Island as Santa at the Merchant's Munch, as a member of the Historical Society and participant on many community occasions.